Design Manual

Table of Contents

1. Overview 4
2. Install Noventri Suite / Sever Software 5
3. Start Noventri Suite Software 7
4. Project 8
   - 4.1 New Project 8
   - 4.2 Import PowerPoint 10
   - 4.3 Open Project 14
   - 4.4 Export Project 15
   - 4.5 Save Project 17
   - 4.6 Save As Project 17
   - 4.7 Close Project 17
   - 4.8 Recent Files 17
   - 4.9 Exit 18
   - 4.10 Project Properties 18
   - 4.11 Options 19
   - 4.12 Undo / Redo 19
5. Page 20
   - 5.1 Edit Page 20
   - 5.2 Add Page 21
   - 5.3 Delete Page 21
   - 5.4 Preview Panel 21
   - 5.5 Page Properties 22
   - 5.6 View Options 23
6. Regions 24
   - 6.1 Add Regions 24
   - 6.2 Navigate Between Regions 24
   - 6.3 Delete Regions 25
   - 6.4 Move Regions 25
   - 6.5 Resize Regions 26
   - 6.6 Select Multiple Regions 26
7. Video Region 26
   - 7.1 Add Video Region 27
   - 7.2 Video Region Properties 29
8. Image Region 33
   - 8.1 Add Image Region 33
   - 8.2 Image Region Properties 34
9. Text Region 47
   - 9.1 Add Text Region 47
   - 9.2 Text Region Properties 48
10. Clock Region 54
    - 10.1 Add Clock Region 54
    - 10.2 Clock Region Properties 55

11. Sequence 59
11.1 Edit Sequence Tab 59
11.2 Add Sequence 61
11.3 Delete Sequence 62
11.4 Creating a Sequence 62
11.5 Timeline Navigation 64
11.6 Sequence Properties 66
11.7 Sequence Transitions 69
11.8 Play Sequence on Preview Panel 71
12. Preview Monitor 72
12.1 Enable Preview Mode 72
12.2 Start the Preview 73
12.3 Hide Preview 73
12.4 Disable Preview 73
12.5 Scale Preview 74
13. Monitor 75
13.1 Auto Adjust 75
14. Login to Noventri Server 76
14.1 Overview 76
15. Publishing 78
15.1 Overview 78
15.2 Publish Project (Server) 79
15.3 Publish Project (USB Drive) (Sneakernet) 80
16. Server 81
16.1 Overview 81
16.2 Server Connection 81
16.3 Disconnect 82

1. Overview

1.1 **Noventri Suite** makes it easy to create **Projects** to be displayed on monitors in resolutions up to 1920x1200.

1.2 To display the created **Projects** on the monitors, a **Player** for each monitor needs to be installed. A computer can be used as a **Player** however the **Noventri Suite** is designed specifically for use with the new **Eco-Series** line of **Noventri Players**.

1.3 Each **Project** that is created in the **Suite** can contain any number of **Pages** (limited only by the resources of the computer being used).

1.4 Each **Page** created in the **Suite** is capable of containing multiple **Image**, **Text**, and **Clock Regions**, or one **Video Region**.

1.5 Each **Region** (except **Video**) supports transparency and can overlap other **Regions** to create interesting effects.

1.6 **Timeline** interface enables the creation of a **Sequence** of **Pages** with **Transitions**. A **Project** can contain any number of **Sequences** (limited only by the resources of the computer being used).

1.7 An easy-to-use **Scheduler** allows **Sequences** to be played any time, day or night, or as needed.

Note: This feature can only be used with the **Noventri Eco-Series** line of **Players**.

1.8 Playback the **Sequences** on either the main computer monitor or a secondary monitor. Any number of **Eco-Series Players** can also be added.

2. Install Noventri Suite / Sever Software

2.1 **Noventri Suite** and **Noventri Server** software can be downloaded directly from our web site: **www.noventri.com/forum**.

2.2 The **Noventri** software can be installed on any number of computers.

2.3 If an existing **Noventri Suite** or **Noventri Server** software installation already exists on the computer, it will be updated when a newer version is installed.

2.4 If **Noventri Suite** and **Noventri Server** software are to be installed on the same computer, they must be the same version.

Warning - Updating the **Noventri Server** software will cause any connected **Players** to automatically have their firmware updated.

2.5 If **Noventri Suite** software version is older than the **Noventri Server** software version, the **Noventri Suite** will not be able to connect to the **Noventri Server**.

2.6 To begin the installation process...
At the **Noventri** web site **www.noventri.com/forum**
Login to the **Noventri Forum**.

2.7 Select **Downloads**.

2.8 Select **Software**.

2.9 The most current **Noventri Suite/Server Software Download** will be shown. Select it, and **Save File**.

2.10 The **Noventri Suite and Server Software** .exe file will be downloaded to the Download directory of the computer.

2.11 When the download is complete, select the .exe file to install and select **Run**.

2.12 After reading the warning, check the **I understand and Agree** check box, and select **Next**.

2.13 After reading the Agreement select **I Agree**.

2.14 Install **Noventri Suite**, **Noventri Server**, or both by checking them, and then selecting **Next**.

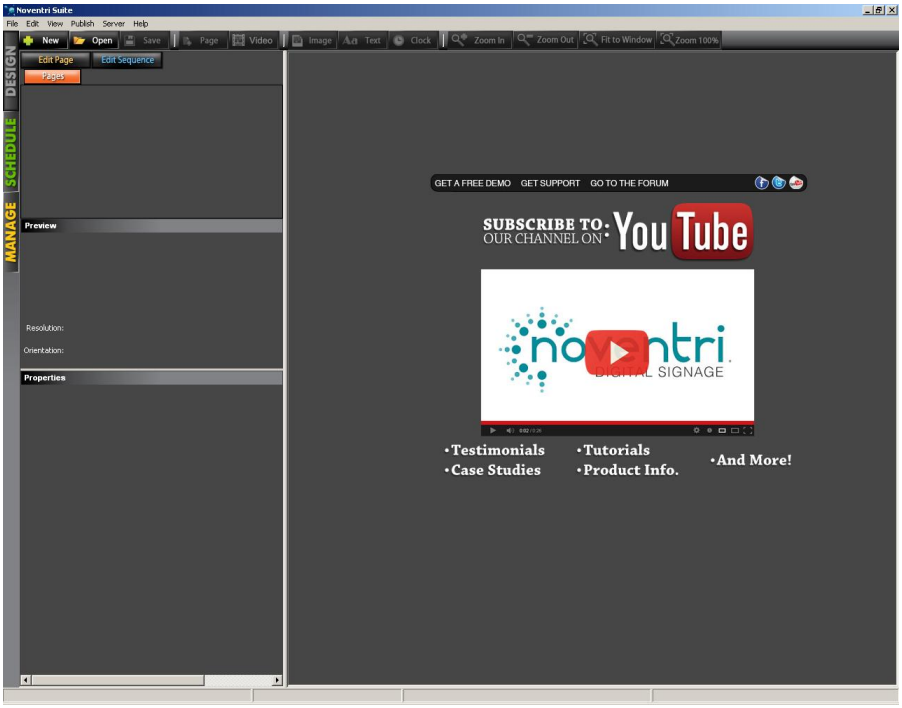
2.15 Select the desired location to install the software and select **Next**, then **Install**.

2.16 Once it has been installed select **Finished**.

3. Start Noventri Suite Software

3.1 Start the **Suite** using the shortcut "**Suite**" that is located on the desktop.

3.2 When **Noventri Suite** is started, the following screen will be displayed.

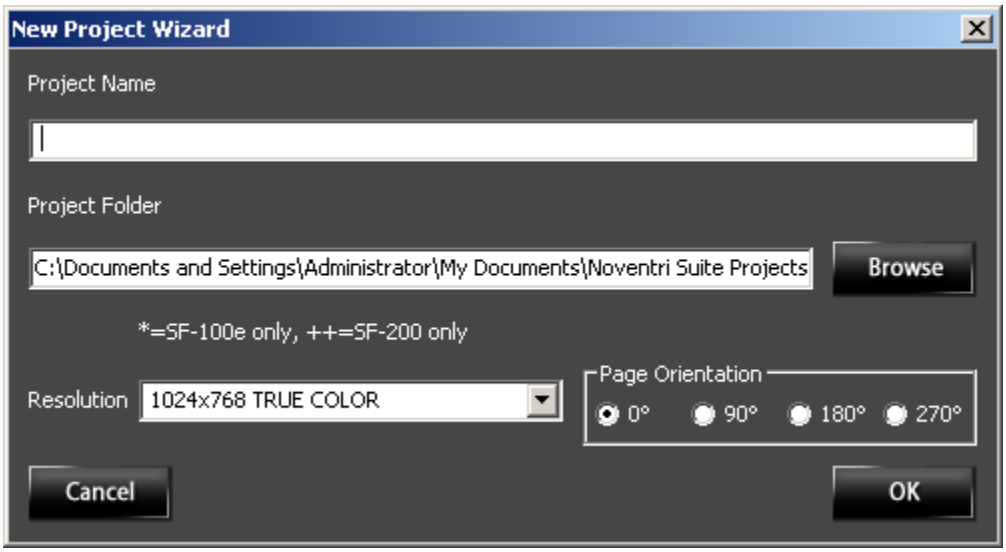


4. Project

4.1 New Project

4.1.1 Click the **New** button located in the Toolbar row of buttons or go to **File > New Project**. The **New Project Wizard** window will be displayed. This window contains the **Project Properties.**

Note: To change the **Project Properties** after a **Project** has been created, go to **Edit > Project Properties**.



4.1.2 Fill in the **Project Name**. The **Project Folder** is a location that will contain all the **Projects** that will be created. The default path used by the **Suite** is below, however a different location can be **Browsed** to, if desired.

Default...

C:\Documents and Settings\[USER]\My Documents\Noventri Suite Projects

4.1.3 Select the **Resolution** of the monitor that the **Project** will be played on. For best results, select a **Resolution** that matches the native resolution of the monitor. This can be found in the monitor's manual.

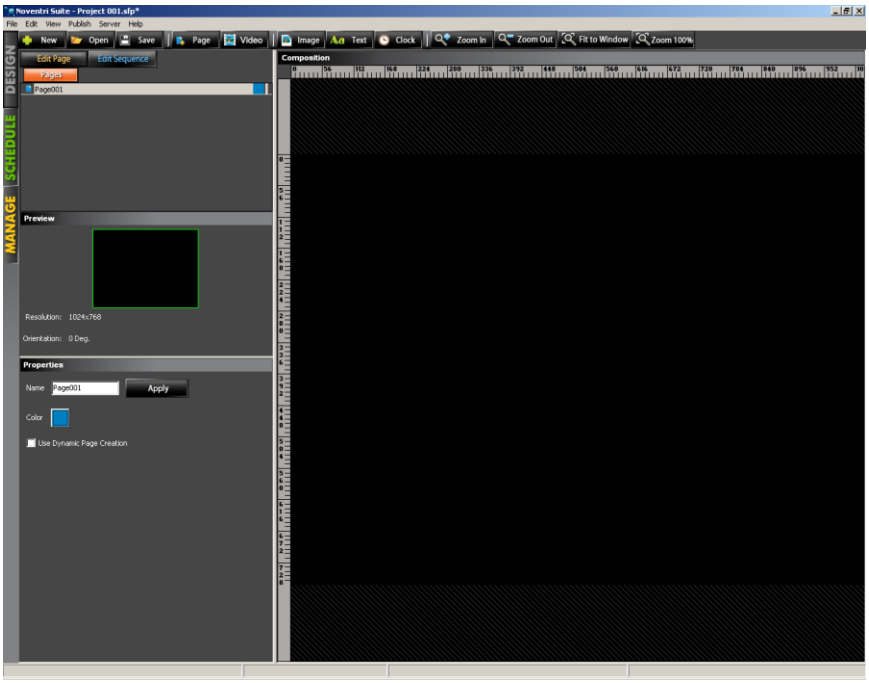
Note: **Resolutions** in the drop down menu followed by an asterisk (*) are for SF-100e **Players** only and **Resolutions** followed by (++) are for SF-200 only.

4.1.4 The **Page Orientation** changes the layout of how the **Project** is created. The **Orientation** should be selected before creating the **Project,** or adjustments may have to be made to some images or text, for them to fit properly. Select the **Page Orientation** for the **Project**, then click **OK**.

0° will create a Landscape **Page** area.
90° will create a Portrait **Page** area.
180° will create an upside down Landscape **Page a**rea.
270° will create an upside down Portrait **Page** area.

Note 1: This **Page Orientation** should match the orientation of how the monitor is installed. If an **Eco-Series** player is being used, the **Orientation** selected here must also match the **Orientation** of the **Player**. (see the **Noventri Suite Manage** manual)

4.1.5 The **Edit Page** tab will now be displayed with Page001 ready to work on.



4.2 Import PowerPoint

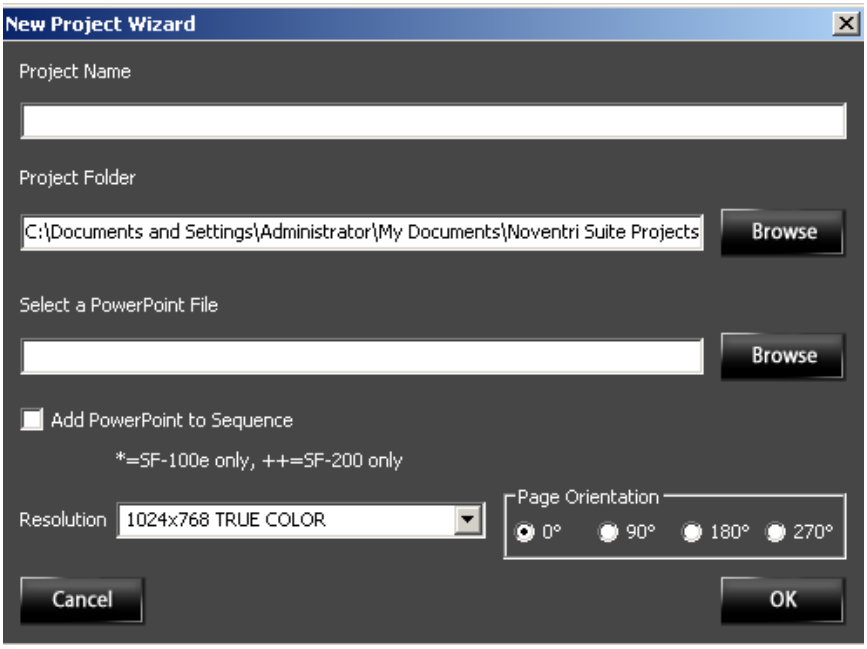
4.2.1 This feature allows an existing **PowerPoint** presentation to be Imported into **Noventri** Suite. The PowerPoint slides will automatically become **Pages** in the **Noventri Suite Project**.

4.2.2 To **Import** a **PowerPoint** presentation the **Microsoft PowerPoint** program must be already installed on the computer.

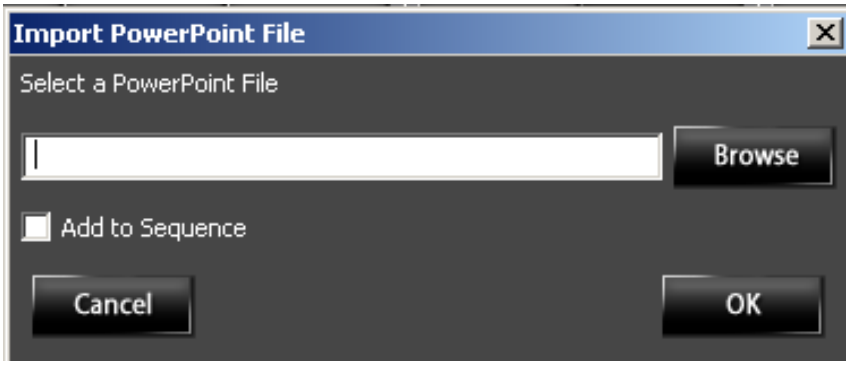
4.2.3 To begin, select **File > Import PowerPoint**.

If a **Project** is not opened –

The **New Project Wizard** for **PowerPoint** window will be displayed...



If a **Project** is already opened –
The **Import PowerPoint File** window will be displayed....



4.2.4 If the **New Project Wizard** for **PowerPoint** window is displayed, fill in the **New Project** information as normally done. (**Project Name, Project Folder, Resolution, and Page Orientation**)

(see the **New Project** section of this manual)

4.2.5 **Select a PowerPoint File** – Both the **New Project Wizard** window, and the **Import PowerPoint** window, will have a **Select a PowerPoint File** box to fill in.
Fill in the path to the **PowerPoint** file, or browse to it using the **Browse** button.

4.2.6 The **PowerPoint** slides will be added as **Pages** into the **Project**.

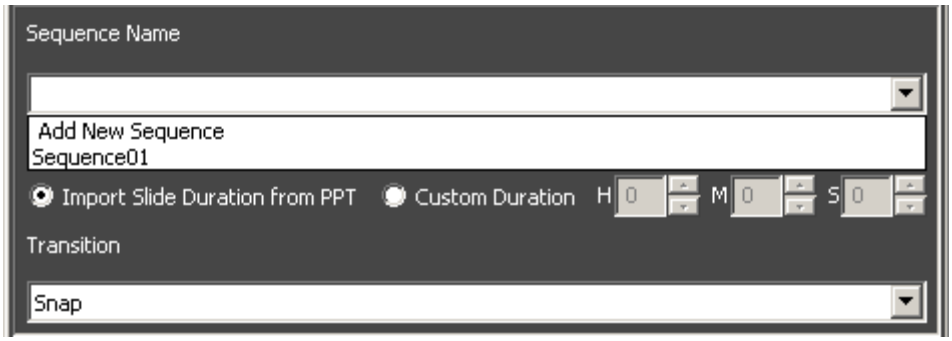
Note: If **Importing** a **PowerPoint** into an existing **Project**, the **PowerPoint** slides will be tacked on after the existing **Suite Pages**.

4.2.7 **Add to Sequence/Add PowerPoint to Sequence –** Selecting this check box will allow the **PowerPoint** slides to be automatically added to a **Sequence** in the **Project**.

Note 1: If this **Add to Sequence/Add PowerPoint to Sequence** option is *not* selected, the **PowerPoint** slides will still automatically be added as **Pages** into the **Project**, however they will have to manually be add to a **Sequence**.

Note 2: A **Sequence** is a way of specifying the order and duration that **Pages** are displayed.
(see the **Sequence** section of this manual)

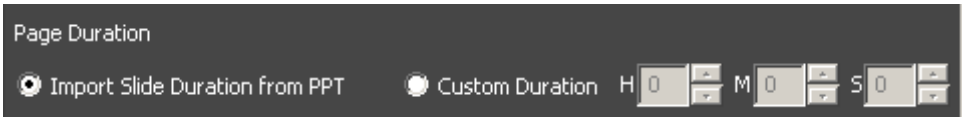
4.2.8 **Sequence Name –** The **Sequence Name** can either be an existing **Sequence** or **Add New Sequence** can be selected.



If **Add New Sequence** is selected, a **New Sequence** window will open. Fill in a name and select **OK**.

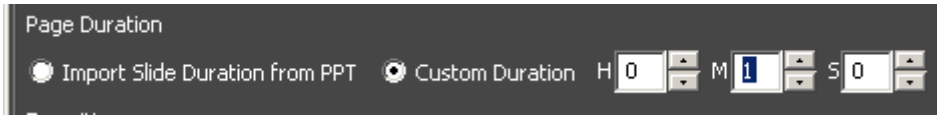
4.2.9 Import Slide Duration from PPT – By selecting this option the **PowerPoint** slide durations can be imported and will automatically become the **Page** duration within the **Sequence**.

Note 1: Duration is the length of time that **Page** will be displayed. In the **Sequence** this is represented by the width of the **Page** color block in the **Timeline**.
(see the **Add Sequence** section of this manual)



Note 2: If the **PowerPoint** slide duration is not set in **PowerPoint**, it will be inserted into the **Sequence** with a default **Duration** of 1 min.

4.2.10 Custom Duration – By selecting this option the **PowerPoint** slide **Durations** will be ignored and the **Custom Duration** that is chosen here will become the **Page Duration** within the **Sequence**.



4.2.11 Transition – Selecting the **Transition** to be used between each **PowerPoint** slide.

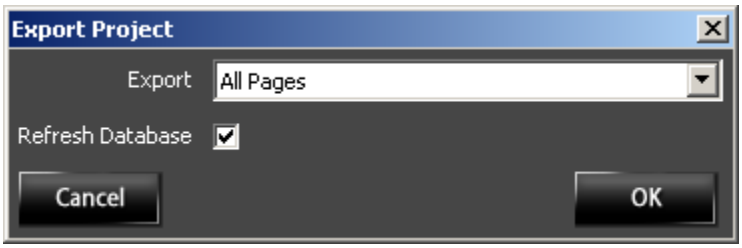
4.2.12 When all the **PowerPoint** selections are correct, select **OK**. Project editing can then continue as normal.

4.3 Open Project

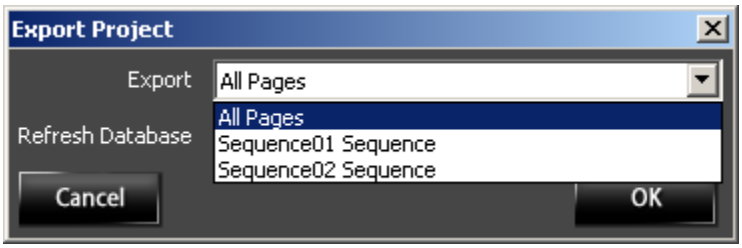
4.4.1 To **Open** an existing **Project** click the **Open** button located in the Toolbar row of buttons, select **File > Open Project**, or use **Ctrl+O**. Then browse to the **Project** location (*.sfp) and click **Open**.

4.4 Export Project

4.4.1 To **Export Pages** of a **Project** to a **PDF** file or to individual png, or jpg files - select **File > Export Project.**

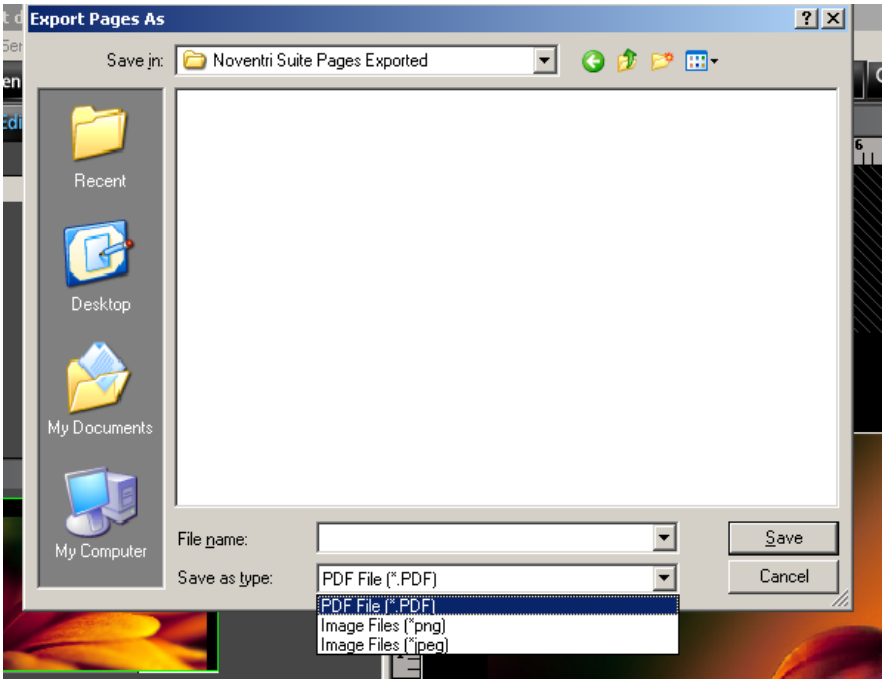


4.4.2 The **Export** drop down menu allows a selection between **Exporting *All Pages*** of the **Project** or choosing a **Sequence** of **Pages** from within the **Project**.



4.4.3 The **Refresh Database** option will **Refresh** all **Pages** to be **Exported** to assure that their content is current before they are **Exported**.

4.4.4 Once the **All Pages/Sequence/Refresh Database** choices have been made, select **OK**. The ***Export Pages As*** window will open.



4.4.5 Select the desired output file format using the ***Save as type*** drop down menu. The **PDF** file selection will create one **PDF** file, while the **png** or **jpeg Image file** options will create a directory containing individual files for each **Page**.

4.4.6 Select a **Filename** to be used for either the **Exported** pdf file, or the name of the directory used for the image files.

4.4.7 Once the **File name** and **Save as type** choices have been made, select **Save**.

4.5 Save Project

4.5.1 To **Save** a **Project** at any time, click the **Save** button located in the Toolbar row of buttons, select **File > Save**, or use **Ctrl+S**.

4.6 Save As Project

4.6.1 To **Save** a **Project** to a new location with the same name or a new name, select **File > Save As** or use, **Ctrl+Shift+S**. Type in the new file name, and navigate to the new location. Click **Save. Save As** cannot be used to **Save** a **Project** into the same directory where the original **Project** is located.

4.6.2 The new **Project** that was just created will now be the **Project** that is **Open** and the **Project** that was started with will now be **Closed**.

Note: The new **Project** that is created with **Save As** is a copy of the original **Project** that can now be independently changed or deleted without affecting the original **Project**.

4.7 Close Project

4.7.1 To **Close** a **Project** that is **Open**, select **File > Close Project** or use **Crtl+W**. If the **Project** has not been **Saved**, you will be prompted to do so.

4.8 Recent Files

4.8.1 Listed under **File > Recent Files** will be a list of the last nine **Projects** that were **Saved**. Clicking one of the file names is a quick way to **Open** that **Project**.

4.9 Exit

4.9.1 To **Exit** from **Noventri Suite**, select **File > Exit** or use **Alt-F4**.

4.10 Project Properties

4.10.1 To access the **Project Properties**, go to **Edit > Project Properties**, or right-click the mouse in the Composition panel and select **Project Properties**.

4.10.2 Modify the **Resolution** of the monitor where the **Project** will be displayed. For best results, select a **Resolution** that matches the native resolution of the monitor. This can be found in the monitor's manual.

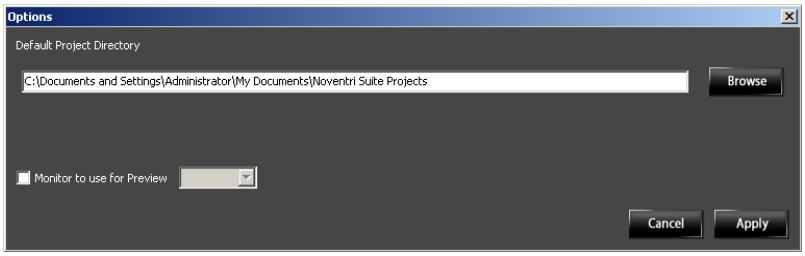
4.10.3 Modify the **Page Orientation** of the **Project**. This will change the **Orientation** of the current **Project**.

0° will create a Landscape **Page** area.
90° will create a Portrait **Page** area.
180° will create an upside down Landscape **Page** area.
270° will create an upside down Portrait **Page** area.

Note: This **Page Orientation** should match the orientation of how the monitor is installed. If an **Eco-Series Player** is being used, the **Orientation** selected here must also match the **Orientation** that is selected for the **Player**.

4.11 Options

4.11.1 To access **Project Options**, go to **Edit > Options**, or right-click the mouse in the Composition panel and select **Options**.



4.11.2 The **Default Project Directory** is set to the path below, however the **Browse** button can be used to select a different location if desired.

Default...

C:\Documents and Settings\[USER]\My Documents\Noventri Suite **Projects**

4.11.3 **Monitor to use for Preview** checkbox allows the **Project** to be viewed in preview mode.
(see the **Preview Monitor** section of this Manual)

4.11.4 Click the **Apply** button to save the changes.

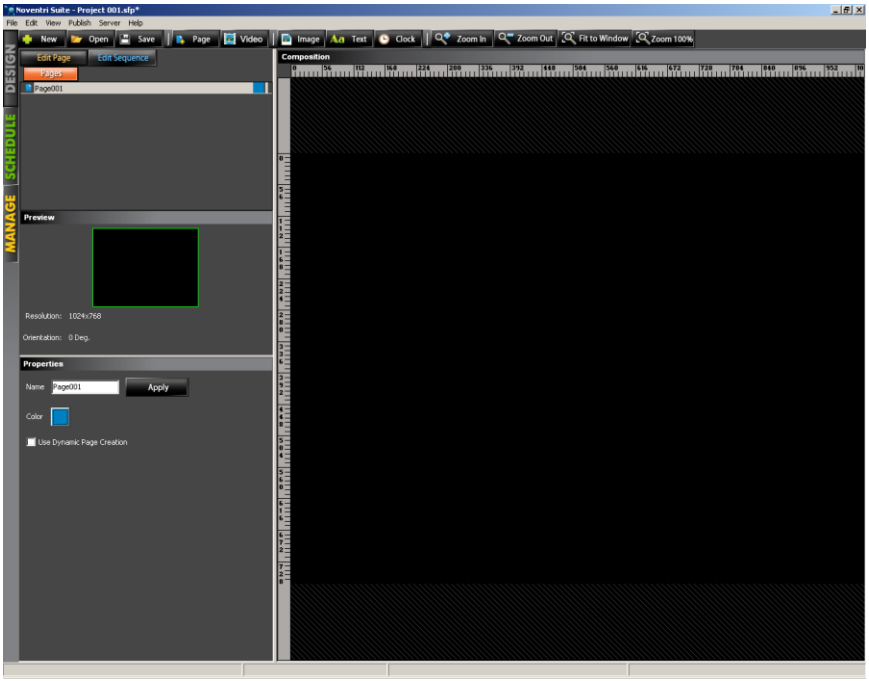
4.12 Undo / Redo

4.12.1 To **Undo** actions, select **Edit > Undo** or use **Ctrl+Z**.
To **Redo** actions, select **Edit > Redo** or use **Ctrl+Y**.

5. Page

5.1 Edit Page

5.1.1 The **Edit Page** tab screen is separated into four panels.



- **Pages/Sequence** − Shows a tree list of all the **Pages** for the open **Project** and allows additional **Pages** to be added to the **Project**.

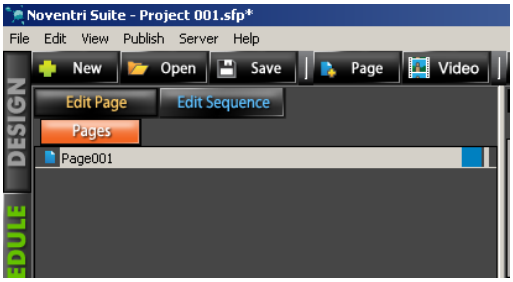
- **Preview** − Displays the full view of the **Page** being worked on, the **Project's** resolution and its orientation.

- **Properties** − Shows the **Page** or **Region** properties depending on what area is selected. **Page Properties** allow a **Page** to be renamed, it's assigned color changed, or **Dynamic Page Creation** selected.

- **Composition** − This is the main panel where **Page** content is created. An empty **Page** will appear as a black area. The black area is the screen size and the gray, hatched area outside of the black screen is for reference only.

5.2 Add Page

Note: When first creating a **Project**, a blank **Page** will be created called **Page001** and will show up in the **Pages** sub panel.



5.2.1 The **Edit Page** sub panel will display any **Pages** created in the **Project**. New **Pages** will be added in the form of **Page###**. They will show in the **Composition** panel as a black area with ruler bars.

5.2.2 To add a new **Page**, click the **Page** button located in the Toolbar row of buttons, go to **Edit > Add Page** or right-click the mouse in the **Composition** panel and choose **Add Page.**

5.3 Delete Page

5.3.1 **Pages** can be deleted by selecting the **Page** to be deleted and then pushing the Delete key on the keyboard, selecting **Edit > Delete,** or right-clicking the mouse in the **Composition** panel and choosing **Delete.**

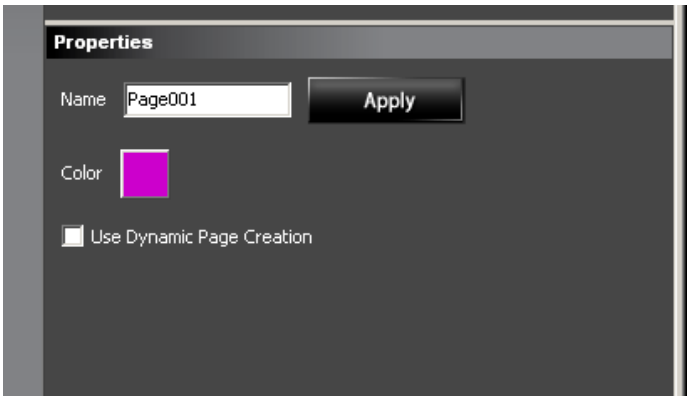
5.4 Preview Panel

5.4.1 The **Preview** panel will show a small-scaled version of the **Page** that the monitor will display. Below that will be the **Resolution** and the **Page Orientation** of the **Project**.

Note: Pages that contain a **Video Region** will not **Preview**.

5.5 Page Properties

5.5.1 The **Properties** panel enables the **Page** name to be changed, it's reference color to be changed, or **Dynamic Page Creation** to be selected.



- To change the **Page** name, type the desired name in the **Name** box and click the **Apply** button. The new **Page** name entered will now show in the **Pages** sub panel list.

- A different color is assigned to each **Page**. This color will be used later to identify the different **Pages**. The **Color** can be changed by clicking the color box, choosing the new color to be used, and then clicking **OK**.

- The **Use Dynamic Page Creation** check box allows the **Dynamic Page** feature to be selected. (See the **Dynamic Pages** Manual)

5.6 View Options

5.6.1 To zoom in & out in the Composition Panel, click the **Zoom In/Zoom Out** buttons located in the Toolbar row of buttons, or go to **View > Zoom In/Zoom Out.**

5.6.2 To fit the **Page** to the screen size, click the **Fit to Window** button located in the Toolbar row of buttons, or go to **View > Fit to Window.**

5.6.3 To see the **Page** at 100% zoom level, click the **Zoom 100%** button located in the Toolbar row of buttons, or go to **View > Zoom 100%.**

5.6.4 To refresh the current **Page** go to **View > Refresh.**

6. Regions

6.1 Add Regions

6.1.1 To add a **Region**, decide which of the following **Region** types is desired. Then reference the appropriate section of this manual.

- **Video** − The following **Video** types are supported: .wmv and .mp4
  (See the **Video Region** section of this manual.)

- **Image** − The following **Image** types are supported: HTML, .bmp, .gif, .jpg, .tiff, and .png (for best results, use .png image types).
  (See the **Image Region** section of this manual.)

- **Text** − Can be entered in the **Text** box, pulled from a file/database and can be creatively formatted.
  (See the **Text Region** section of this manual.)

- **Clock** − Allows the displaying of the date and/or clock on the **Page**.
  (See the **Clock Region** section of this manual.)

6.2 Navigate Between Regions

6.2.1 In the **Composition** panel **Regions** to be changed can be selected with the mouse, and changes can then be made in the **Properties** panel.
If multiple **Regions** exist on a **Page** there are several other ways to navigate between them.

- Select a **Region** that is over or under another **Region** by right-clicking over the area where two **Regions** overlap and choose **Layer Select**. A list will be shown of all the **Region** layers at that specific location.

- To select between all **Regions** on a **Page**, go to **Edit > Layer Select.** This will give a list of all the **Regions** on the **Page** and allow one to be selected.

6.2.2 If a **Region** is in front of or behind another **Region,** it can be sent forward or backward,

• Click to select that **Region**, then right-click and choose **Send Backward** or go to **Edit > Send Backward.**

• Click to select that **Region**, then right-click and choose **Send Forward** or go to **Edit > Send Forward.**

Note: The **Shift + Up Arrow / Shift + Down Arrow** hot-keys can also be used.

6.3 Delete Regions

6.3.1 The **Regions** of a **Page** can be deleted three different ways.

• Click to select the **Region**, then right-click the **Region** and choose **Delete.**

• Press the **Delete** key on the keyboard after selecting the **Region**.

• Click to select the **Region**, then go to **Edit > Delete** from the file menu.

6.4 Move Regions

6.4.1 **Regions** can be moved within the **Page** by clicking to select them, then using the arrow keys or dragging them to the desired location. (**Video Regions** are always full screen and cannot be moved)

Note: If the position of the **Region** is locked, the curser will change to a lock. This can be turned off in the **Positioning** tab of the **Properties** panel.

6.5 Resize Regions

6.5.1 **Regions** can be resized within the **Page** by selecting them in the **Composition** panel and then dragging the edges to the desired size. (**Video Regions** are always full screen and cannot be resized)

Note: If the position of the **Region** is locked, the curser will change to a lock. This can be turned off in the **Positioning** tab of the **Properties** panel.

6.6 Select Multiple Regions

6.6.1 Multiple **Regions** can be selected on a **Page** by clicking on the **Regions** one at a time while holding down the **Ctrl** key on the keyboard. They can then be moved, copied, or deleted as a group.

7. Video Region

Note1: Acceptable video formats are .wmv or .mp4.

Note 2: Orientation of a video needs to be considered. The **Noventri Player** will always play a **Video** so that its bottom (as normally viewed on a computer) is always oriented to the base of the **Players** screen.

The **Noventri Suite** Project orientation (**Page Orientation**) found in the **Project Properties** has no affect on **Videos**. i.e. – **Videos** are always considered 0deg.

Video intended for a vertically mounted screen will need to be rendered so its bottom (as normally viewed on a computer) is actually rotated so it can be displayed properly by the **Player**.

Example: A **Video** originally created for a vertically mounted screen (1080x1920) would need to be rendered to 1920x1080.

7.1 Add Video Region

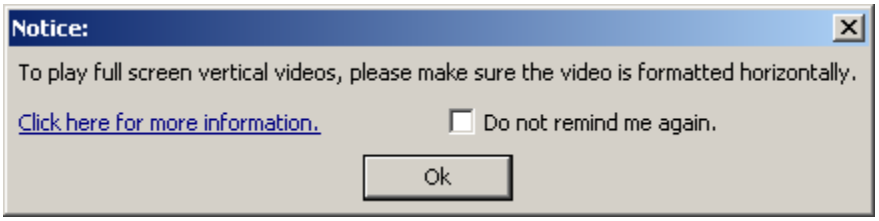
Note 1: A **Video Region** can only be full screen, therefore there can be only one **Video Region** per page.

Note 2: When adding a **Video Region** using the toolbar **Video** button, a *new* **Page** containing this new **Video Region** will automatically be created for you.

Note 3: To force a **Video Region** to be added to an existing **Page**, first make sure there are no other **Regions** on the selected **Page**, then go to **Edit > Add Video Region,** or right-click in the **Composition** panel and choose **Add Video Region.**

7.1.1 To add a **Video Region** to the **Page**, click the **Video** button located in the Toolbar row of buttons, or go to **Edit > Add Video Region,** or right-click in the **Composition** panel and choose **Add Video Region.**

7.1.2 A **Notice** will be displayed with a reminder that video intended for a vertical mounted screen needs to be formatted correctly.



7.1.2.1 Orientation of a video needs to be considered. The **Noventri Player** will always play a **Video** so that its bottom (as normally viewed on a computer) is always oriented to the base of the **Players** screen.

7.1.2.2 The **Noventri Suite** Project orientation (**Page Orientation**) found in the **Project Properties** has no affect on **Videos**. i.e. – **Videos** are always considered 0deg.

7.1.2.3 Video intended for a vertically mounted screen will need to be rendered so its bottom (as normally viewed on a computer) is actually rotated so it can be displayed properly by the **Player**.

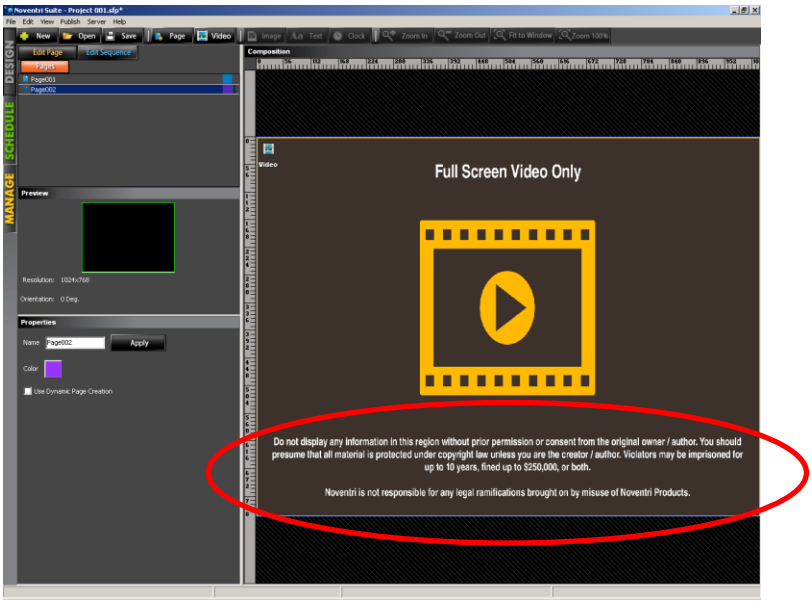
Example: A **Video** originally created for a vertically mounted screen (1080x1920) would need to be rendered to 1920x1080.

7.1.2.3 The **Notice** includes a link to additional information and a check box to stop this **Notice** from being displayed in the future. Select **Ok** to continue.

7.1.3 The **Video Region** that is created will show the following warning...

Do not display any information in this region without prior permission or consent from the original owner / author. You should presume that all material is protected under copyright law unless you are the creator / author. Violators may be imprisoned for up to 10 years, fined up to $250,000, or both.

Noventri is not responsible for any legal ramifications brought on by misuse of Noventri Products.

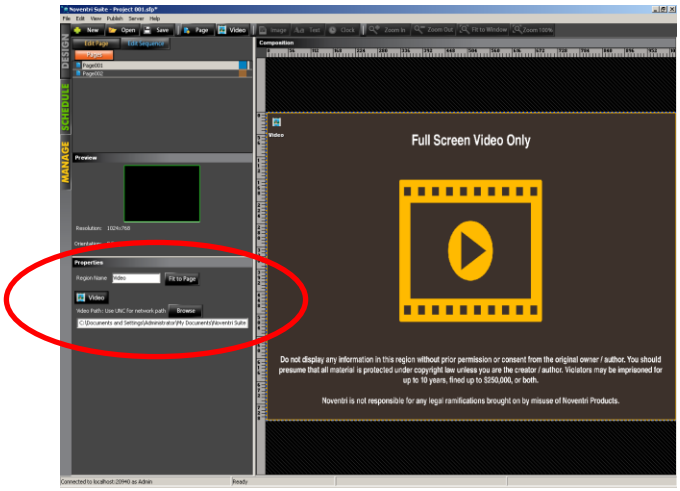


7.2 Video Region Properties

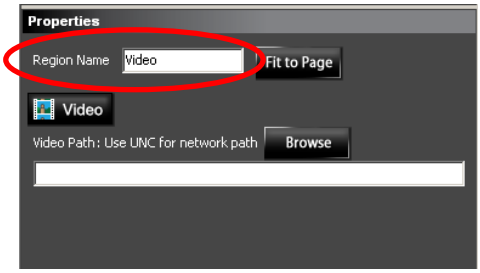
7.2.1 To view the **Video Region Properties**, select the **Video Region** in the **Composition** panel.

Note: When selecting the **Video Region** in the **Composition** panel, the mouse pointer will appear as a lock, indicating that the size of the **Video Region** is not changeable.

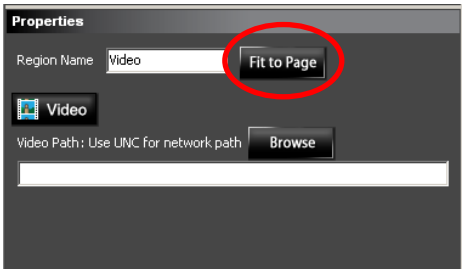
The **Video Region Properties** will now be shown in the **Properties** panel.



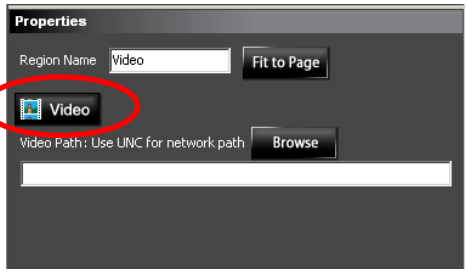
7.2.2 Type the desired name for the **Video Region** in the **Region Name** box.



7.2.3 The **Fit to Page** button is not applicable for **Video Regions** since the **Video Region** is always full page.



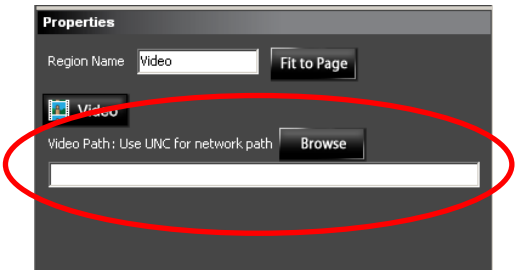
7.2.4 The **Video** tab contains a **Video Path** box where the path to the **Video Region** is entered.



Note 1: **Video** files can be .wmv or .mp4 format.

Note 2: It is recommended that **Video** files be the same resolution that the **Player** is set to. (See the **Noventri Suite Manage Manual**.)

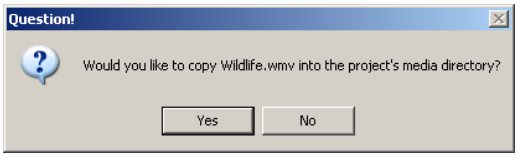
7.2.5 Enter the path to the **Video** file in the **Video Path** box or use the **Browse** button to locate the file.



Note 1: When **Browsing** to a location on the network, be sure to always use the UNC (Universal Naming Convention) path (typically contains (\\server...). Do not use a path containing a shortcut (such as m:\).

Note 2: The **Video** file preview or thumbnail will not be visible within **Noventri Suite**. The actual **Video** will only be visible when displayed by the **Player**.

7.2.6 Once a **Video** has been selected, a prompt will appear with the option of copying the **Video** file to the **Project's** media directory.



Note: The Video file, will always be **Migrated to the Server**, so, whether **Yes** or **No** is selected here, the active **Video** file will be located on the **Server**.

Yes - If **Yes** is selected the **Video** file will be copied to the **Project's** media directory. The **Project's** media directory was created when the **Project** was created, and is typically located on the computer where the Suite software is installed.

Advantages: This provides an extra copy of the **Video** file with the **Project** and the **Project** is self-contained and can easily be moved or copied without losing content.

No - Selecting **No** will cause the image file to *not* be copied to the **Project's** media directory.

Note: Selecting **No** means the **Video** file needs to stay available at its original location until the **Server** accesses it when it is **Assigned to the Player**.

Advantages: Saves space by not having a copy of large Video files in the **Project** location.

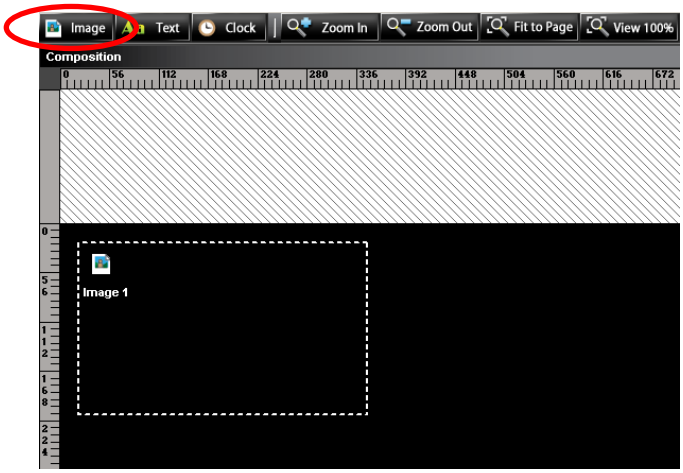
Note 1: For best performance, **Video** files should not be stored in directories that are accessed frequently, such as the root directories, such as C:\ or **Noventri** directories. We recommend keeping **Video** files in the **Noventri Suite Projects** directory.

8. Image Region

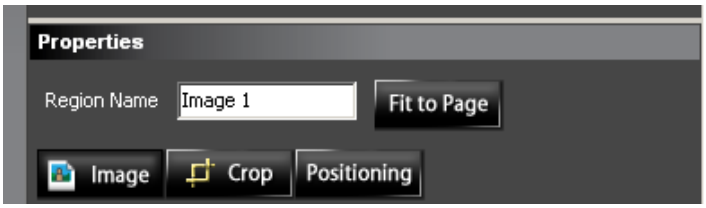
Note: Acceptable image formats are .bmp, .gif, .jpg, .tiff, and .png. For best quality, use .png images.

8.1 Add Image Region

8.1.1 To add an Image to the **Page**, click the **Image** button located in the Toolbar row of buttons, or go to **Edit > Add Image Region,** or right-click in the **Composition** panel and choose **Add Image Region.**
Now move the cursor to the **Composition** panel. Notice that the cursor changes to crosshairs. Using the mouse, click and drag an area for the image to go into. Do not be concerned about the shape and size of the area at this time, it will be adjusted later.



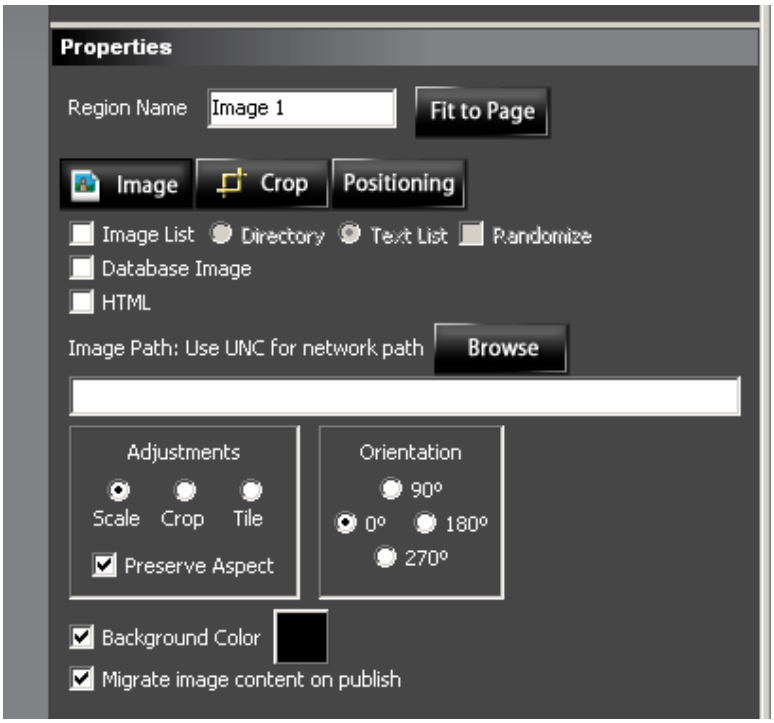
8.2 Image Region Properties



8.2.1 Type the desired **Region Name** for the **Region**.

8.2.2 To allow an **Image Region** to stretch across the entire **Page**, select the **Fit to Page** button. Other positioning options are available and will be discussed later under the **Positioning** tab.

8.2.3 Image Tab



Note: To view the entire Properties panel, it may be necessary to adjust the panel size by grabbing the top or right separating bar with the mouse and dragging it.

• **Image List** – In general this option allows list of images to be selected, this can be a **Directory** with image files, or a **Text List** of image paths. So after selecting **Image List**, select either the **Directory** or the **Text List** option.

However, depending on whether or not **Dynamic Pages** are being used, displayed results can vary.

With Dynamic Page Creation....

The **Image List** option is best used only with **Dynamic Page Creation** (when the **Page** is displayed, the images in the **Image List** will each be displayed before going to the next **Page**).
(See the **Dynamic Pages** Manual)

Without Dynamic Page Creation....

The **Image List** option without **Dynamic Page Creation** has limited use.

a. First of all, if a **Directory** with image files, or a **Text List** of image paths, is being used **Randomize** must be selected for the image to ever change to another one in the list.

b. Initially a random image from the list will be displayed, and that same image will continue to be displayed every time for that **Page**.

c. The only way to have that random image replaced with a different random image from the list is to force the content to be regenerated.

This can be accomplished by...

- Adding or removing any image from the Image **Directory**.

- Making any change to the **Text List** .txt file.

- Adding a **Database** text Region to the **Page**. (every time the **Database** updates, a new **Random** Image will be selected) (See the **Data Base** Manual – coming soon)

d. Keep in mind that the image selection is always **Random** and therefore the same image may be displayed that was being displayed previously.

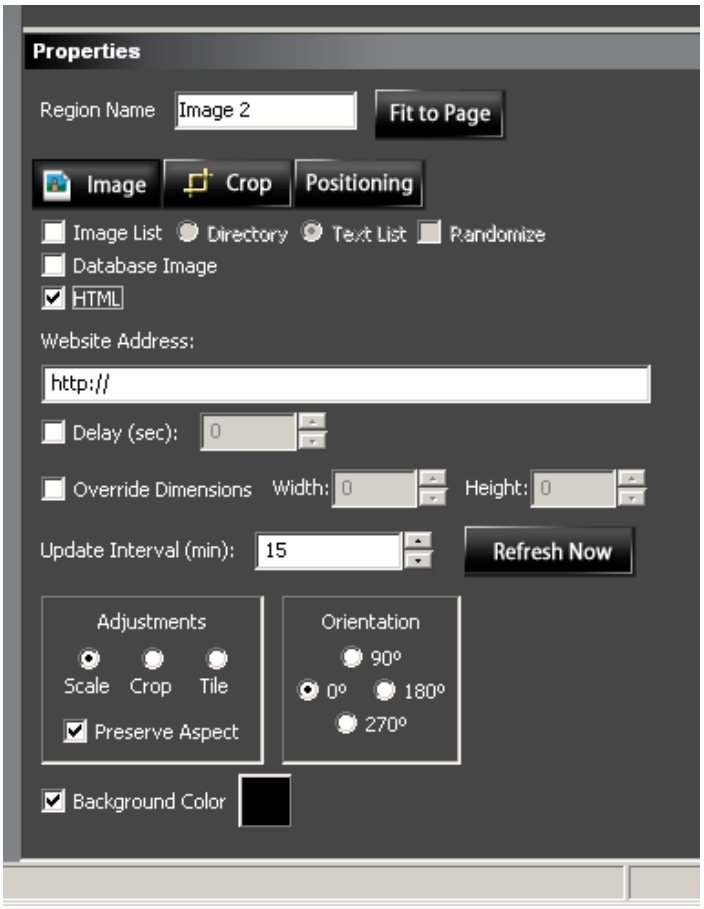
Directory – For this option set up a directory that contains the **Image** files to be displayed. Then specify the path to this directory for the **Image Path**.

Text List - For this option set up a text file (.txt) that contains a list of the **Image** files (with their full path name) to be displayed. Then specify the path to this text file for the **Image Path**.

Randomize - This must be selected when not using **Dynamic Pages** and change is desired from one **Image** in the **Image List** to another.

• **Database Image** - The **Database Image** options allows the image to be pulled from a Database.
(See the **Data Base** Manual – coming soon)

• **HTML** – This option allows an HTML image to be displayed.



Warning: When using Website Images, make sure you are legally allowed to use them. See the Warning that will display automatically when you select HTML.

Website Address - Enter the **Website Address** of the image to be displayed.

Delay - Websites often have objects in motion, or they change imbedded images over time, so using this delay option allows the Website Image to be captured at the moment desired. The time selected represents the time the snapshot is taken after the Web Page is initially opened.

Override Dimensions - Websites automatically default to a certain size to accommodate most monitors. Select this option to Override the Website default and adjust it manually. **Crop** can also be used for similar results.
(see the **Crop Tab** section of this manual)

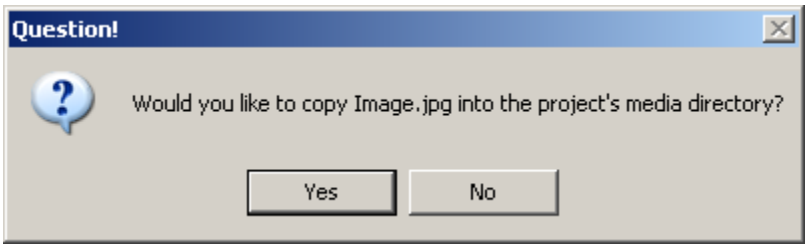
Update Interval - Selecting this option will force a new snapshot of the Website Image at the interval specified. This new snapshot will only be visible once the **Project** is playing.

Refresh Now - Selecting **Refresh Now** will update the Composition view with a regenerated Website Image using it's current selected properties.

• **Image Path** -

Click the **Browse** button and locate the image/directory/text list to be added to the **Page**. For best results, the Images should have the same resolution or larger than the **Region** it is being out into. The acceptable image formats are .bmp, .gif, .jpg, .tiff, and .png
(for best quality, use .png image types).

After the **Image** is selected, a prompt will appear with the option of copying the image file to the **Project's media directory**.



Yes - If **Yes** is selected the image file will be copied to the **Project's media directory**. The **Project's media directory** was created by the Suite software when the **Project** was created, and is typically located on the computer where the Suite software is installed.

Advantages:

- No need to worry about the original image path being available or the image being modified.

- The **Project** is self-contained and can easily be moved or copied without losing content.

No - Selecting **No** will cause the image file to not be copied to the **Project's media directory**.

Note: Selecting **No** means the Image needs to stay available at it's original location for the **Server** to access.

Advantages:

- The image can be changed at its original source (as long as the file name remains the same) without having to make changes to the **Project**.

- Saves space by not having large images in multiple locations.

Note 1: For best performance, image files should not be stored in directories that are accessed frequently, such as the root of C:\ and D:\ or Noventri directories. We recommend keeping images in the Noventri Suite **Projects** directory.

Note 2: Another option is that the **Image** can be copied to the **Server** by selecting **Migrate image content on publish**, which is also found in the **Image Region Properties** panel.
(See the **Migrate image content on publish** section of this Manual)

Note: Not applicable for **Sneakernet**.

• **Adjustments** - Specifies how the **Image** fits within the **Region**.

Scale will change the size of the Image to fit the size of the **Region**. Images scaled up that are smaller than the **Region** outline may cause poor image quality.

Crop will keep the Image in its original size, but may cut the edges of the Image to fit the smaller **Region** outline.
For full manual **Crop** capability see the **Crop Tab** section of this Manual.

Tile will keep the Image in its original size and tile right/down as needed to fit the **Region**.
This is intended for small images used for backgrounds.

Preserve Aspect – this option is only available when **Scale** is selected. Selecting this option will keep the image ratio in tact. Unchecking this box will allow the image to be stretched to fit the size of the **Region**.

• **Orientation** - Specifies how an **Image** is to be rotated within the **Region**.

0◦ will place the image in Landscape.
90◦ will place the image in Portrait.
180◦ will place the image in upside down Landscape.
270◦ will place the image in upside down Portrait.

• **Background Color** - Clicking the color square will display the Color palette. Select a new color for the transparent areas in the **Image**. This will allow the selected color to fill the background of the **Region**.

• **Migrate image content on publish** – If selected, allows a copy of the image to be put on the **Server** when the **Project** is **Published**, or if not selected, allows the **Server** to access the image at it's present location.

Note: The present location may be the original location of the Image or in the **Project's media directory,** depending on what was selected when the **Image Path** was entered.
(See the **Image Tab**, **Image Path** section of this Manual)

Note: Not applicable for **Sneakernet**.

Checked: Selecting the **Migrate image content on publish** option will place a copy of the image on the **Server**. This is typically the Noventri Suite **Project's** directory located on the computer where the Server is installed.

Advantages:

− No need to worry about the original **Image** path or the **Project's media directory** being available.
− The **Image** will not be accidentally modified or moved.

Unchecked: The Image will be accessed by the Server at it's current location. The Image will not be copied to the Server with the **Project** when it is published. The Image location must remain available or the Image will not be displayed.

Advantages:

− Change the image at its source (as long as the file name remains the same) without having to republish the **Project**.
− Saves space by not having large images in multiple locations.

8.2.4 Crop Tab

• **Image Dimensions** – Displays the original dimensions of the Image.

• **Hashed Border** - Within the **Properties** panel is a small view of the **Image** that has a Hashed Border around it. Select any hashed edge of the image to drag the border to it's desired position. Selecting inside the hashed border lets the entire hashed border move to the desired location.

• **Crop Rectangle** – Displays and allows adjustments to the displayed area of the Image.

Width/Height – The new desired dimension of the image. This size can be adjusted by using the up/down arrows or by typing in the new dimension.

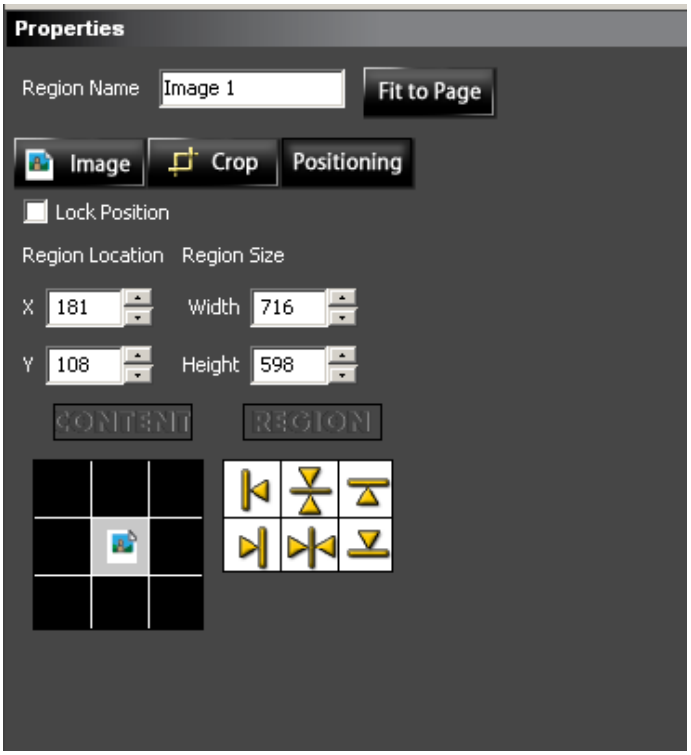
X/Y – The new desired **X/Y** coordinates for the mage. (i.e. what part of the original image that makes up the new image)
This location can be adjusted by using the up/down arrows or by typing in the new coordinate.

Note: The top left corner of the original image size is always X = 0 and Y = 0.

Fit to Image – Selecting this will reset the image's new size and location back to the image's original size and location.

8.2.5 Positioning Tab

Note: This same Positioning Tab panel is used for all Region types (Image, Text, and Clock).



- **Lock Position** - When the **Content** location is correct within the **Region** and the **Region** location is correct within the **Page**, the position can be **Locked** by selecting the **Lock Position** checkbox, go to **Edit > Lock Position**, or right-click on the **Region** and select **Lock Position**, to prevent it from accidentally being moved.

- **Region Location** - Can position the top left corner of the **Region** exactly where desired by entering the **X** and **Y** coordinates. Use the ruler bars in the **Composition** panel as reference.

- **Region Size** - Will modify the height and width of the **Region**. The **Region** size should not be larger than the **Page** resolution.

- **CONTENT** - Allows the Content to be justified within the **Region** by clicking one of the black boxes.

- **REGION** - Allows the **Region** inside the **Page** to be justified by selecting one of the represented icons.

9. Text Region

9.1 Add Text Region

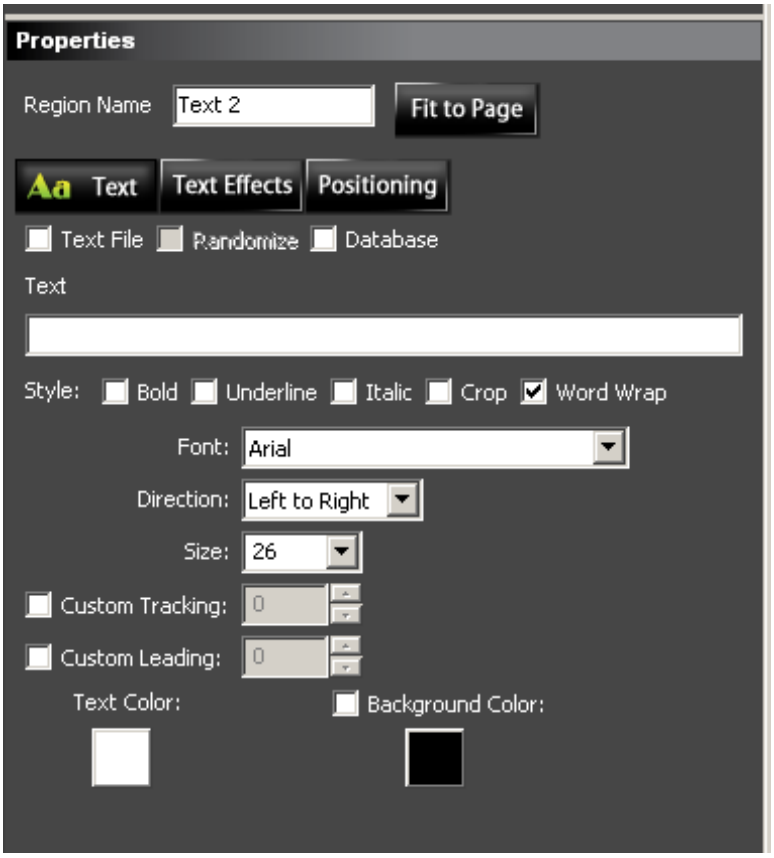
9.1.1 To add Text to the **Page**, click the **Text** button located in the Toolbar row of buttons , go to **Edit > Add Text Region,** or right-click in the **Composition** panel and choose **Add Text Region.** Now move the cursor to the **Composition** panel. Notice that the cursor changes to crosshairs. Using the mouse, click and drag an area for the text to go into. Do not be concerned about the shape and size of the area at this time, it will be adjusted later.

9.2 Text Region Properties

9.2.1 Type the desired **Region Name** for the **Region**.

9.2.2 To have the **Text Region** stretch across the entire **Page**, select the **Fit to Page** button. Other positioning options are available and will be discussed later under the **Positioning** tab.

9.2.3 Text Tab



Note: To view the entire Properties panel it may be necessary to adjust the panel size by grabbing the top or right separating bar with the mouse and dragging it.

• **Text File** - In general this option allows a .txt file to be selected that contains a list of **Text** messages.

However, depending on whether or not **Dynamic Pages** are being used, displayed results can vary.

With Dynamic Page Creation....

The **Text File** option is best used only with **Dynamic Page Creation** (when the **Page** is displayed, the Text messages in the **Text File** will each be displayed before going to the next **Page**).
(See the **Dynamic Pages** Manual)

Note: Not applicable for **Sneakernet**.

Without Dynamic Page Creation....

The **Text File** option without **Dynamic Page Creation** has very limited use.

a. First of all **Randomize** must be selected for the Text message to ever change to another one in the list.

b. Initially a random Text message from the list will be displayed, and that same image will continue to be displayed every time for that **Page**.

c. The only way to have that random Text message replaced with a different random Text message from the list is to force the content to be regenerated.

This can be accomplished by...

- Making any change to the **Text List** .txt file.

- Adding a **Database** text **Region** to the **Page**. (every time the **Database** updates, a new **Random** Text message will be selected) (See the **Data Base** Manual – coming soon)

d. Keep in mind that the Text message selection is always **Random** and therefore the new Text message may be the same Text message that was just being displayed.

Text File - For this option set up a text file (.txt) that contains a list of the **Text** messages to be displayed. Then specify the path to this text file for the **Text File Path**.

Example File: Text File Line 1
Text File Line 2
Text File Line 3\nText File Line 4

Note: \n can be used for a line return

Randomize - This must be selected if **Dynamic Pages** is not being used and changing from one Text message in the **Text File** list to another is desired.

Database - This allows Text messages to be pulled from a Database.
(See the **Data Base** Manual – coming soon)

• **Text/ Text File Path** - Text typed in the **Text** box will show up in the **Region**. For the **Text File Path,** select the **Browse** button and locate the .txt **Text File** that has already been created.

Note: \n can be used for a line return within the text message.

- **Style** - Choose from **Bold**, *Italic*, or Underline font style by clicking the desired checkbox.

- **Crop** - Can be used to trim out the text that exceeds the Text **Region** borders.

- **Word Wrap** - Lets the typed text wrap within the **Region's** border so that the **Text** massage fits within the **Region**.

- **Font** - Lets a Font be selected from the currently installed Windows fonts. If extra fonts are downloaded and installed, make sure they also get installed on the computer where the server will be running, or they will not be displayed.

- **Direction** - Coming soon – For languages that need to be displayed from right to left.

- **Size** - Allows the font size of the text to be selected. There are pre selected font sizes between 6 – 72 pts, but other sizes can be specified by typing it into the Size textbox.

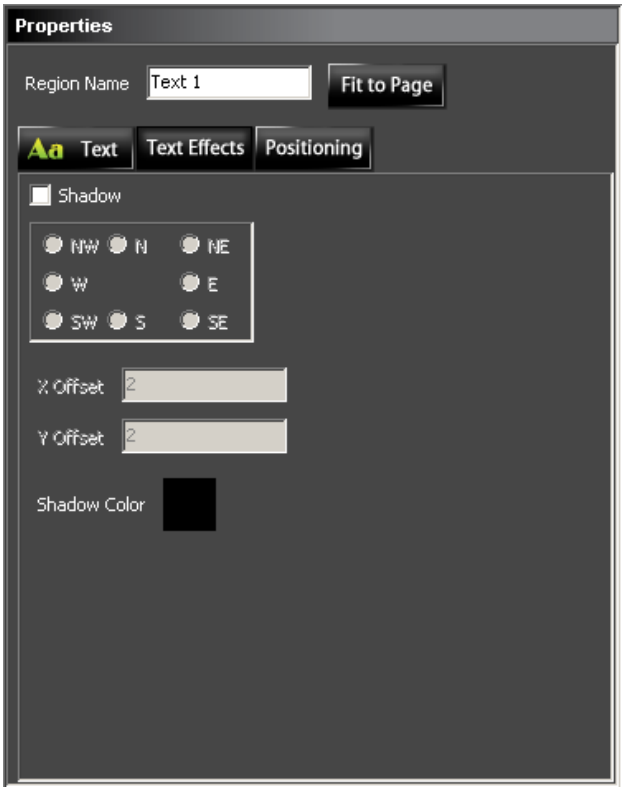
- **Custom Tracking** – Allows the spacing between characters to be adjusted. This can be done using the up/down arrows or by typing in the number. Negative numbers allow the characters to overlap or even reverse in order.

- **Custom Leading** – Allows the spacing between lines in the Text message to be adjusted. This can be done using the up/down arrows or by typing in the number.

- **Text Color** - Clicking the color box will display the Color palette. Select a color and click **OK**.

• **Background Color** - Clicking the color square will display the Color palette. Select a new color for the transparent areas in the **Image**. This will allow the selected color to fill the background of the **Region**.

9.2.4 Text Effects Tab



• **Shadow** - If the checkbox is checked, the text in the **Region** will have a shadow applied to it .

• **NW N NE W E SW S SE** - Positions the text by selecting one of the radio buttons.

• **X Offset** - Will change the up/down offset amount of the shadow.

• **Y Offset** - Will change the left/right offset amount of the shadow.

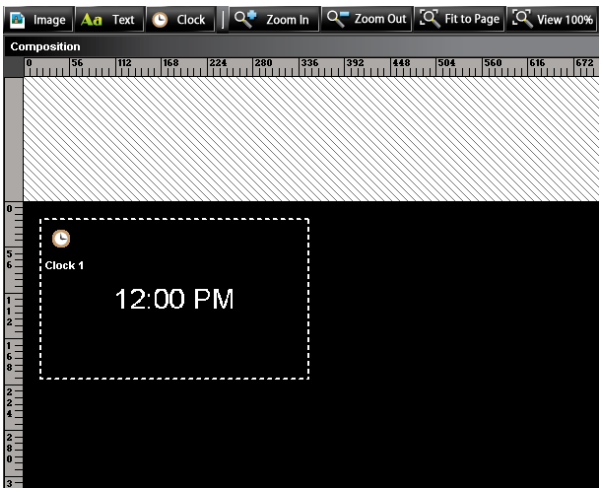
• **Shadow Color** - Can be changed by clicking the Color box. This will open the Color palette. Select color, and click **OK** to apply.

9.2.5 Positioning Tab (text)

Note: The same **Positioning Tab** panel is used for **Image**, **Text**, and **Clock** Region types.
(See the **Positioning Tab** instructions in **Image Tab** section of this manual.)

10. Clock Region

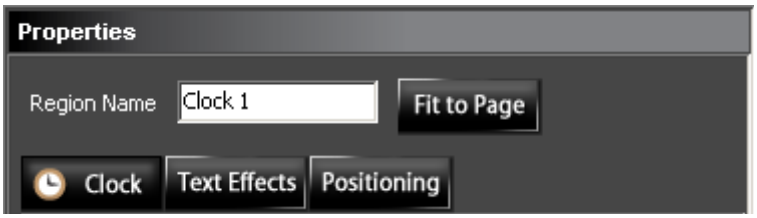
10.1 Add Clock Region



10.1.1 To add a Clock to the **Page**, click the **Clock** button located in the Toolbar row of buttons, go to **Edit > Add Clock Region,** or right-click in the **Composition** panel and choose **Add Clock Region.** Now move the cursor to the **Composition** panel. Notice that the cursor changes to crosshairs. Using the mouse, click and drag an area for the clock to go into. Do not be concerned about the shape and size of the area at this time, it will be adjusted later.

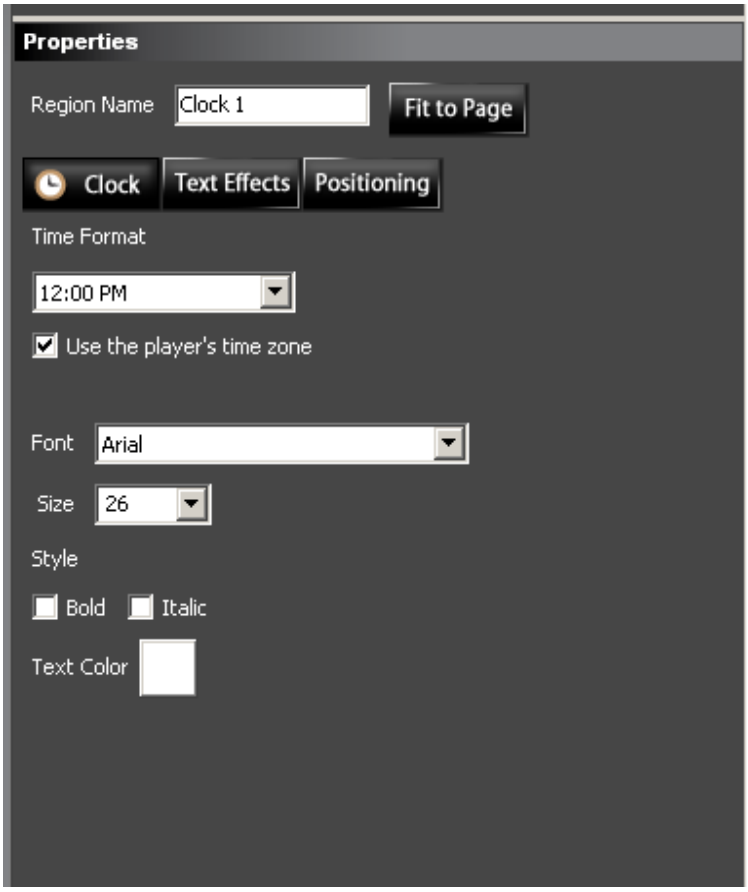
10.2 Clock Region Properties

10.2.1 Type the desired **Region Name** for the **Region**.



10.2.2 The **Clock Region** can be to stretch across the entire **Page**, by selecting the **Fit to Page** button. Other positioning options are available and will be discussed later under the **Positioning** tab.

10.2.3 Clock Tab



Note: To view the entire Properties panel it may be necessary to adjust the panel size by grabbing the top or right separating bar with the mouse and dragging it.

• **Time Format** - Lets a format be selected from the choices available in the dropdown menu.

• **Use the Player's time zone** - This checkbox allows a time zone to be chosen for the **Clock Region** being used.

Checked: This will use the player's time zone, which can be set in the **Manage** tab by selecting a player, then clicking **Edit Timezone** button on the right side panel.

Advantages:

- If a player is located across different time zone areas, they can display the local time that was set for each individual player.

Unchecked: This will make the **Edit Timezone** button appear in the **Clock Properties**. Choose a Timezone from the dropdown menu and check the Daylight Savings Time checkbox if it applies.

Advantages:

- The **Clock Region** will display the time zone that has been selected here rather than the time zone set for each individual player.

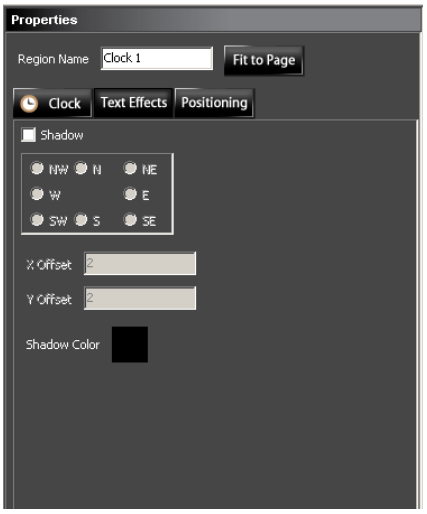
• **Font** - Select a Font from the currently installed Windows fonts. If extra fonts are downloaded and installed, make sure they get installed on the computer where the **Server** will be running or they will not be displayed.

• **Size** - Allows the font size of the text to be selected. Selectable font sizes are 6 - 72 pts, but other sizes can be specified by typing it into the Size textbox.

• **Style** - Choose from the **Bold** or *Italic* font style by clicking the desired checkbox.

• **Text Color** - Clicking the color box will display the Color palette. Select a color for the text and click **OK**.

10.2.4 Text Effects Tab



- **Shadow** - If the checkbox is checked, the clock in the **Region** will have a shadow applied to it .

- **NW N NE W E SW S SE** - Positions the text by selecting one of the radio buttons.

- **X Offset** - Will change the up/down offset amount of the shadow.

- **Y Offset** - Will change the left/right offset amount of the shadow.

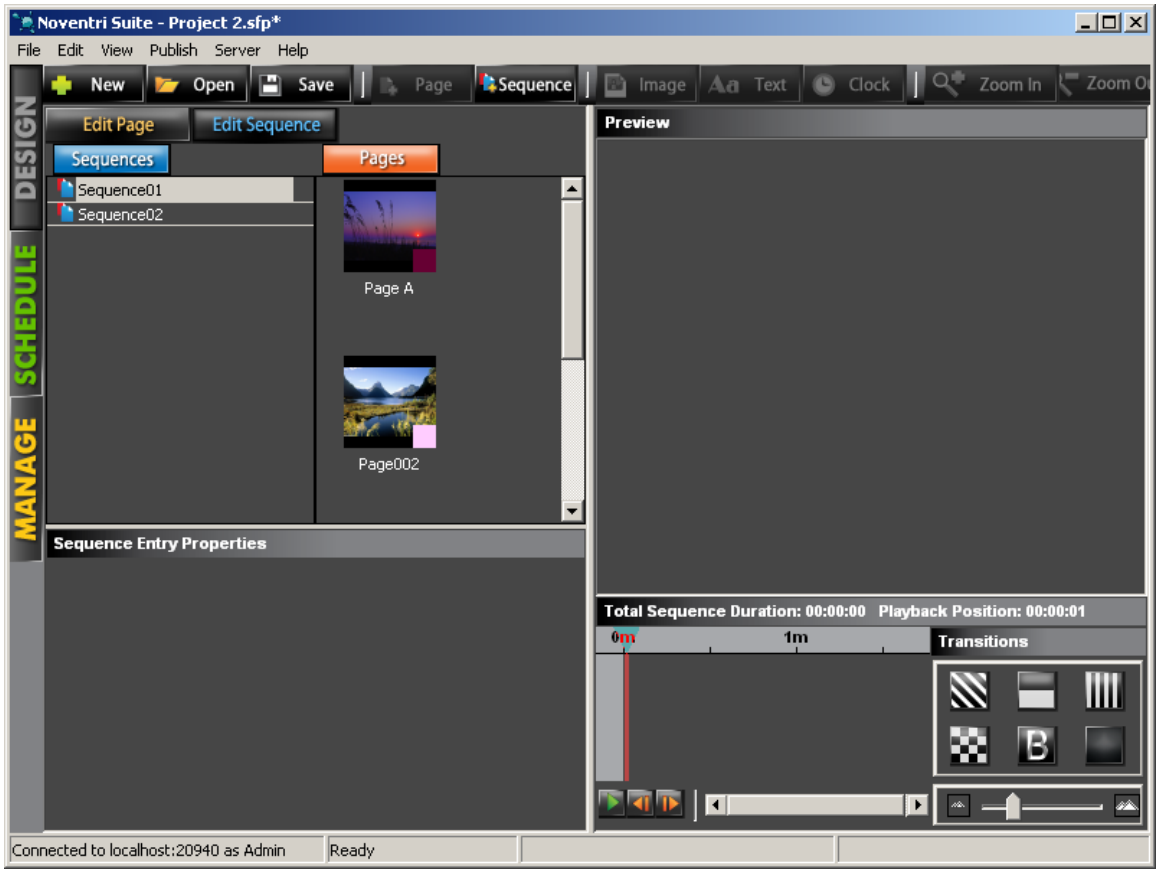
- **Shadow Color** - Can be changed by clicking the Color box. This will open the Color palette. Select a color, and click **OK** to apply.

10.2.5 Positioning Tab

Note: The same **Positioning Tab** panel is used for **Image**, **Text**, and **Clock Region** types.
(See the **Positioning Tab** instructions in **Image Tab** section of this manual.)

11. Sequence

11.1 Edit Sequence Tab



11.1.1 The **Edit Sequence** tab screen is separated into four panels.

- **Pages/Sequences** - Is divided into two sections, the left side contains the **Sequence** names and the right side contains thumbnails of all the **Pages** (created in the **Edit Page** tab) for this **Project**. (**Pages** that contain a **Video** will not show a thumbnail image.)

- **Sequence Entry Properties** - Shows the **Properties** for the **Timeline** entries. Depending on what entry is selected.

- **Preview** - This is a larger preview panel where the **Pages** can be seen as they will appear when **Published**. To see this large preview, click on the **Page** thumbnail to add it to the **Timeline**. When the color block in the **Timeline** is selected or the **Play** button is selected, the **Pages** will appear in the **Preview** panel. (**Pages** that contain a **Video** will not show a **Preview** image.)

- **Timeline** - Shows the **Pages** that have been added to the **Sequence** in the order they will be displayed. Play back **Duration** time, the **Transition** between **Pages**, and **Preview** control is also configured in this area. (**Pages** that contain a **Video** will not show be labeled **Video**)

11.2 Add Sequence

Note: When the **Sequence** tab is first being viewed, a blank **Sequence** called **Sequence01** is automatically created.

11.2.1 The **Edit Sequence** sub panel will display any **Sequences** created in the **Project**. New **Sequences** will be added in the form of **Sequence##**.

11.2.2 To add a new **Sequence**, click the **Sequence** button located in the Toolbar row of buttons or go to **Edit > Add Sequence.**

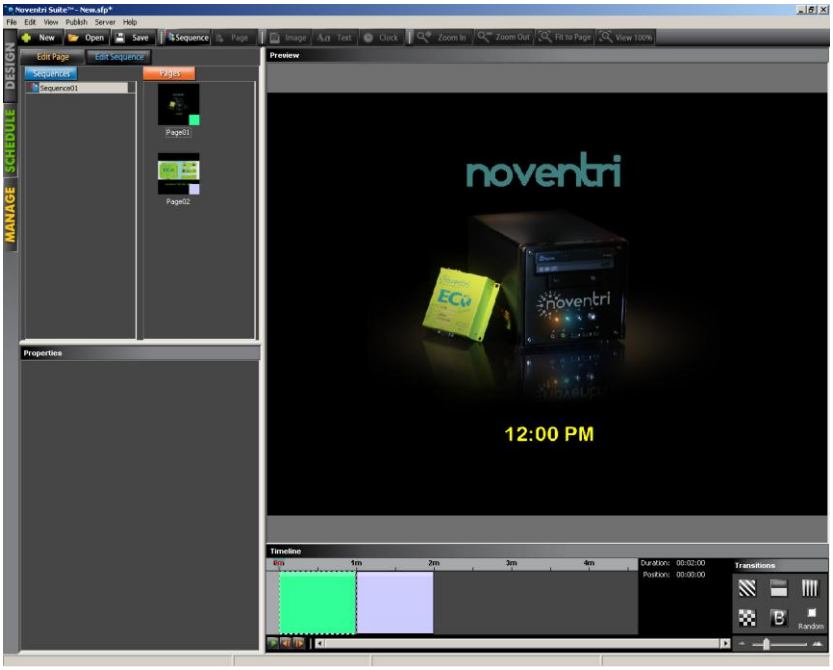
11.2.3 To change the name of the **Sequence**, select it in the sub panel with the mouse and then left-click again to edit the **Sequence** name.

11.3 Delete Sequence

11.3.1 **Sequences** can be deleted by selecting the **Sequence** then going to **Edit > Delete** or by using the **Delete** key on the keyboard.

11.4 Creating a Sequence

11.4.1 **Sequences** are created with **Pages** from a single **Project**. The order of the **Pages** in the **Sequence** determine the order they are to be viewed. The **Pages** for the **Project** will be listed in the **Pages** sub panel with a color representing each one.



11.4.2 Add a Page

• To add a **Page** to the **Sequence**, click on the **Page** thumbnail in the **Pages** sub panel. It will be added to the **Sequence** by appearing in the **Timeline** panel as a color block (its representative color).

Note: For reference a Page that contains a video will have the word "Video" displayed in its color block.

• The width of the color block is the **Duration** of time that the **Page** will be displayed. This can be adjusted by selecting the color block in the **Timeline**, and dragging the right side vertical border to the length of time desired.

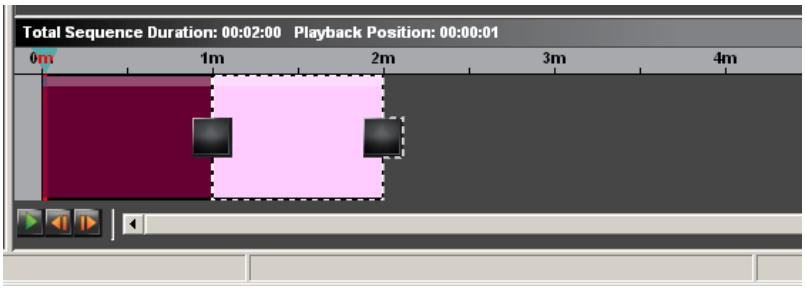
Note: **Pages** that contain a **Video** will have their color block width (time **Duration**) automatically adjusted to represent the length of the **Video** file. (This is not adjustable)

On older computers, the **Video** file length may not be available to **Noventri Suite**. In this case the color block width (time **Duration**) will default to 1 minute. However when the **Video** is displayed by the **Player**, it will be the actual **Video** length, whether it is greater or less than 1 minute.

• To add a **Page** between **Entries** already in the **Timeline**, select the **Entry** in the **Timeline** (just before where the new **Entry** should be entered). Then click the **Page** thumbnail of the **Page** to be added in **Pages** sub panel list. The **Page** will be added after the currently selected **Sequence Entry**.

11.5 Timeline Navigation

11.5.1 View Pages

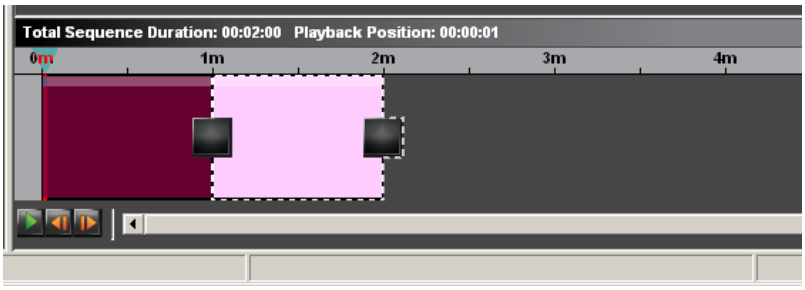


• To see a **Page** that has been added to the **Sequence**, click on the **Page** color block in the **Timeline** and it will be visible in the **Preview** panel. (**Pages** that contain a **Video** will not show a **Preview** image.)

• To scroll through the **Pages** that are in the **Sequence**, select the **Forward / Back** buttons located under the **Timeline** panel.

Note: If a **Dynamic Page** is used, all of it's **Rotations** will be cycled through.
(see the **Dynamic Pages** manual)

11.5.2 Duration and Position



- **Total Sequence Duration:** - Is the total time **Sequence** will be played before it loops to the beginning and starts over again.

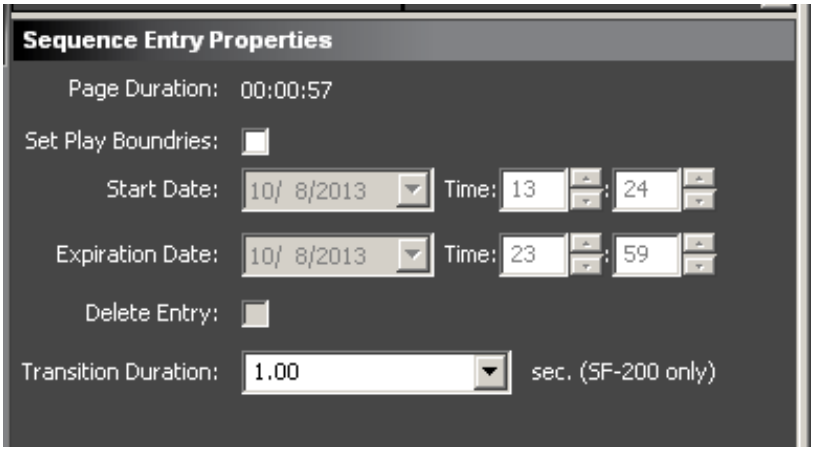
- **Playback Position** - Shows the time location of the marker to help determine it's location within the **Timeline**.

11.5.3 Scroll – The **Timeline Scroll** bar located under the **Timeline** allows large **Sequences** to be easily moved into the **Timeline** viewing area.

11.5.4 Zoom - The **Timeline Zoom** bar located under the **Transitions** allows large **Sequences** to be easily viewed in their entirety or zoomed into so that only the entries being worked on are in the **Timeline** viewing area.

11.6 Sequence Properties

11.6.1 Sequence Entry Properties - Shows the **Properties** for the **Timeline** entry that is selected.



Note: **Pages** that contain a **Video** will have time **Duration** automatically adjusted to represent the length of the **Video** file. (This is not adjustable)

On older computers, the **Video** file length may not be available to **Noventri Suite**. In this case the time **Duration** will default to1 minute. However when the **Video** is displayed by the **Player**, it will be the actual **Video** length, whether it is greater or less than 1 minute.

11.6.1.1 **Page Duration** - Shows the time duration for the **Page** that is selected in the **Sequence Timeline**.

11.6.1.2 **Set Play Boundaries** – Allows a **Sequence** entry to be displayed only for a specific span of dates/times.

11.6.1.3 **Start Date/Time** – **Play Boundaries** setting for when the selected **Sequence** entry will begin to play as part of the **Sequence**.

11.6.1.4 **Expiration Date/Time** – **Play Boundaries** setting for when the selected **Sequence** entry will stop being played as part of the **Sequence**.

11.6.1.5 **Delete Entry** – If this option is *not* selected. Once the selected **Sequence** entry is past it's entered **Play Boundaries**, it will remain in the **Sequence** for reference.

If this option *is* selected. Once the selected **Sequence Entry** is past it's entered **Play Boundaries**, it will remain visible in the **Sequence** for 27 hours. However the next time the **Project** is opened (after the 27 hours), the **Sequence** entry will be automatically deleted from the **Sequence**.

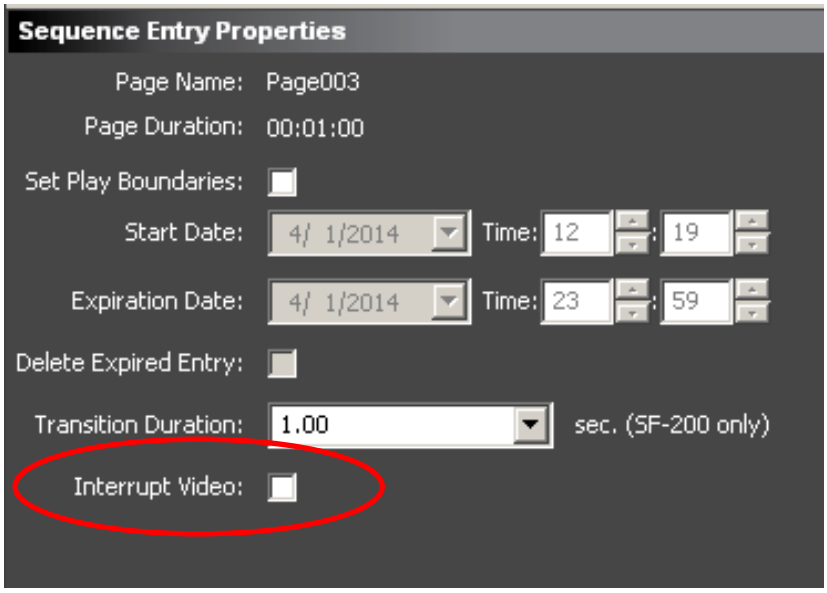
11.6.1.6 **Transition Duration** – This option allows the **Duration** of the **Transition** for the selected **Sequence** entry to be controlled. It can be set anywhere between .25-5 seconds.

Note: This option is only for **SF-200 Players**.

11.6.1.7 **Interrupt Video** – This option is available for **Video** entries only.

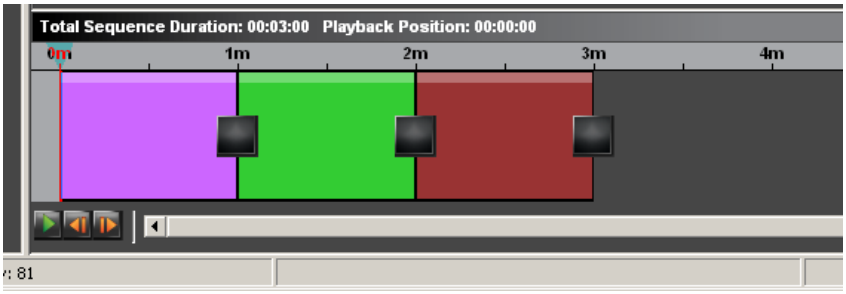
When the **Interrupt Video** check box is selected, this **Video** will stop playing if a new **Schedule** is assigned. The new **Schedule** will begin playing immediately.

When the **Interrupt Video** check box is not selected, this **Video** will play in its entirety if a new **Schedule** is assigned. The new **Schedule** will begin playing as soon as the **Video** is done playing.



11.7 Sequence Transitions

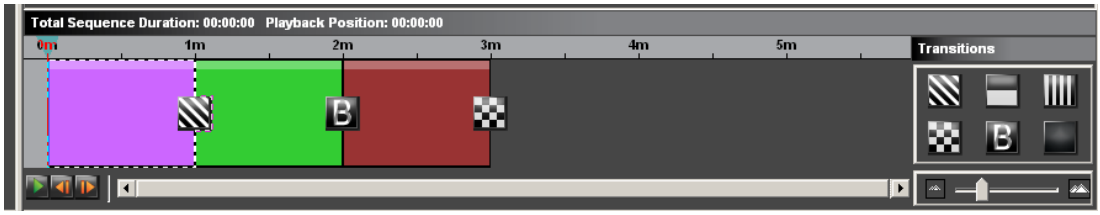
11.7.1 The small squares between the **Page** color blocks in the **Timeline** represent the **Page Transitions**.



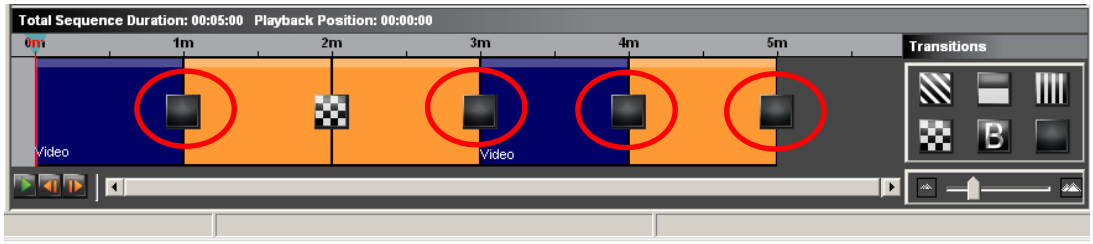
11.7.2 The default **Transition** is the **Snap** and is represented by the small square that is dark.

11.7.3 If a computer is being used as the **Player**, the default **Snap Transition** is the only **Transition** available.

11.7.4 If an **Eco-Series** line of **Noventri Players** is being used, other **Transitions** are available in the **Transitions** panel to be used.

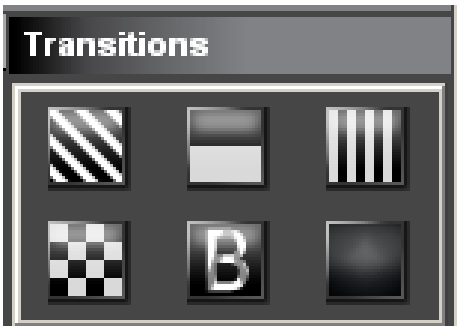


11.7.5 **Transitions** preceding and following a **Page** that contains a **Video** can only be the default **Snap Transition**. This includes the last **Transition** in a **Sequence**, if the first **Page** in the **Sequence** is a **Video**.



11.7.6 Select the **Page** color block to change the **Transition** that will occur between that **Page** and the next **Page**. Once the **Page** color block is selected, select a **Transition** icon from the **Transitions** panel.

11.7.7 Available Transitions



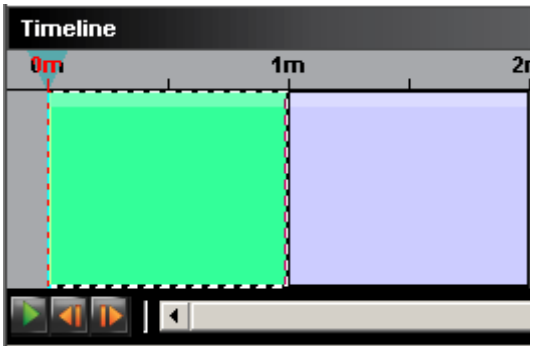
Note: When Previewing the **Sequence** in the Preview panel or on the **Preview** monitor, all **Transitions** will be shown as **Snap** no matter what has been selected. Selected **Transitions** will only be visible when driven by an **Eco-Series Player**.

- **Diagonal Bars**
- **Wipe**
- **Vertical Blinds**
- **Tile**
- **Dissolve**
- **Snap** (default)

Note: The **Dissolve** for the SF100 is a dramatic **Dissolve** effect while the **Dissolve** for the SF200 is a very smooth **Dissolve** effect.

11.7.8 To zoom in or out on the **Timeline** view, use the zoom control adjuster located below the **Transition** panel.

11.8 Play Sequence on Preview Panel



11.8.1 To play the **Sequence** in real time, select the Play button located under the **Timeline** panel.

11.8.2 The Preview panel will loop through the **Sequence** until pause is selected. To continue playing after stopping, select pause again.

11.8.3 When playing the **Sequence**, forward and backward selection between **Pages** can be done by selecting the **Forward** or **Back** buttons.

11.8.4 A blue marker above the color blocks moves as the Preview is playing. It can also be used to move to a certain point on the **Timeline**.

12. Preview Monitor

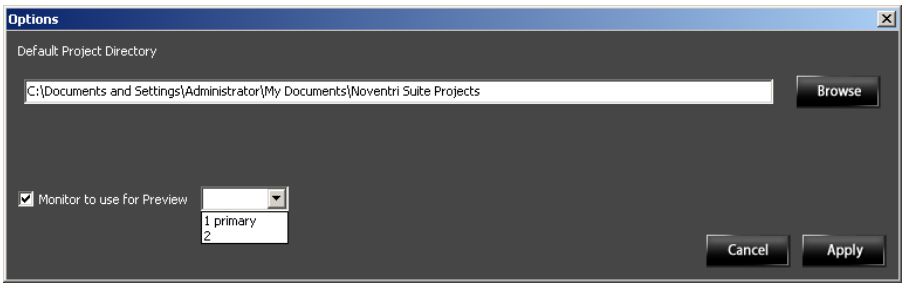
Note1: When using Preview Mode**,** Transitions, Data Base changes, and Videos will not be displayed.

Note2: Selecting this option will temporarily prevent any changes from being made to the **Project** but will allow the **Pages** to be viewed in actual size on the monitor.

12.1 Enable Preview Mode

12.1.1 To turn the **Preview** mode on, go to **Edit > Options**, or right-click the mouse in the **Composition** panel and choose **Options**, then check the **Monitor to use for Preview** checkbox.

12.1.2 Once the **Monitor to use for Preview** is enabled, choose a monitor to preview it on. The dropdown menu will show all the monitors that Windows has available. Choose one, then select the **Apply** button.



Important: Once the Preview Monitor is being used, the only way to stop the Preview is to right-click the mouse and choose **Hide** or **Disable**.

12.2 Start the Preview

12.2.1 While In Edit Page

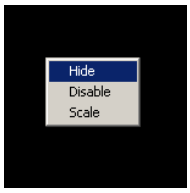
• To preview a **Page**, select the **Page** to preview in the **Page** sub panel or click anywhere on the **Page** in the **Composition**. A preview of the **Page** will now be displayed on the monitor selected.

12.2.2 While In Edit Sequence

• To preview the **Sequence**, select a color block from the **Timeline** by clicking on it or select Play button below to play through the whole **Sequence**. A preview of the **Page** will now be displayed on the monitor selected.

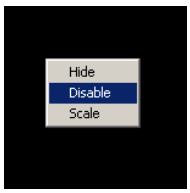
12.3 Hide Preview

12.3.1 To hide Preview mode, right-click the mouse and choose **Hide**. The Suite will still remain in **Preview** mode so another **Page** can be selected to preview.



12.4 Disable Preview

12.4.1 To disable **Preview** mode, right-click the mouse and choose **Disable**. To turn **Preview** mode on again, go to **Edit > Options** and enable it again.



12.5 Scale Preview

12.5.1 If the monitor being used for the **Previews** is a different resolution than the resolution that the **Project** was created in, the **Preview** can be **Scaled** to fit the monitor better. To scale or unscale the **Pages** while previewing them, right-click the mouse and choose **Scale**.

Note: If the **Pages** were created at a resolution smaller than the preview monitor's resolution, **Scaling Preview** may result in poor quality images.

13. Monitor

13.1 Auto Adjust

13.1.1 Most monitors have an Auto Adjust button or setting that will automatically adjust the screen to fit the displayed image.

13.1.2 If a monitor is not displaying correctly, it most likely needs to be adjusted. Consult the monitor's User Manual for instructions.

13.1.3 In some cases, the monitor's Auto Adjust will not line up an image properly. This is possibly due to an image that is too dark or contains too much black area around the outside. For best results, use Auto Adjust with a picture that has some kind of a border around the outside of the image for reference.

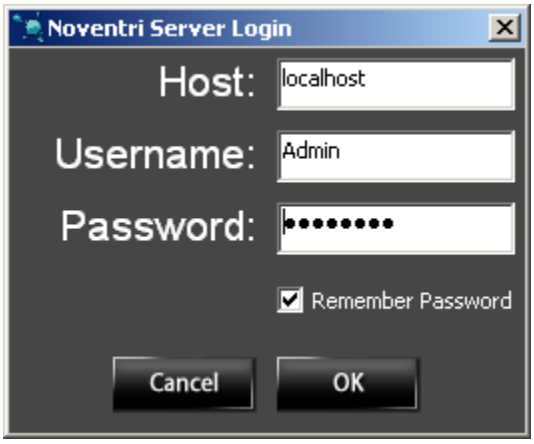
13.1.4 Once the monitor is adjusted to an image at a specific resolution, all subsequent images at that same resolution will also be lined up.

Note: **Noventri** can provide a **Project** created for the specific resolution of the monitor being used. This **Project** contains several **Images** at each **Resolution**, specifically designed to be recognized by monitors, and used for adjustments.

14. Login to Noventri Server

14.1 Overview

14.1.1 The **Noventri Server** is accessible within the **Noventri Suite Software.** When a connection to the **Noventri Server** needs to be established, the following login screen will be displayed.



Note: Not applicable for **Sneakernet**.

14.1.2 If the **Noventri Server** is running on the same computer as the **Noventri Suite**, use “localhost” as the **Host**.

14.1.3 If the **Noventri Server is running** on a different computer than the **Noventri Suite**, use the computer name or IP address as the **Host**.

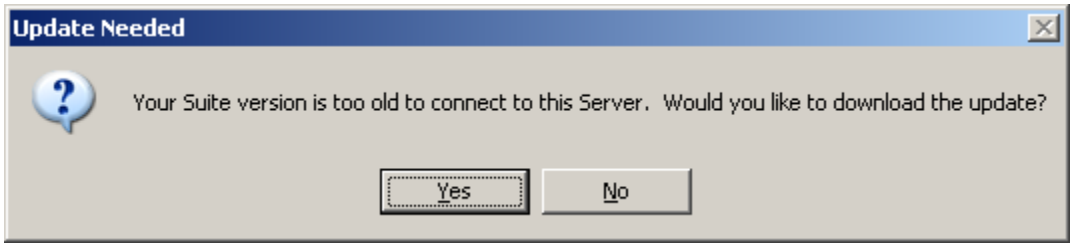
14.1.4 The default administrator **Username** is “Admin”. (case sensitive)

14.1.5 The default **Password** is “noventri”. (case sensitive)

14.1.6 Click the **Remember Password** check box to have the **Password** filled in automatically at the next login.

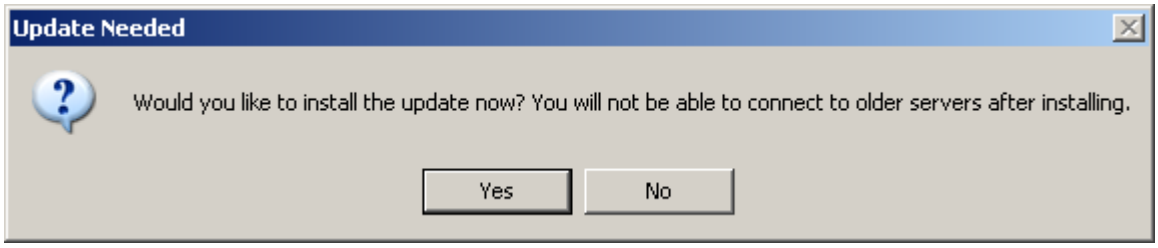
14.1.7 Select **OK** to connect to the **Noventri Server**.

Note: If the **Noventri Server** version is newer than the version of **Noventri Suite**, an error message will be displayed stating that the **Noventri Suite** is too old and giving the option to update.



14.1.8 Select **Yes** to update the **Noventri Suite** software. This will enable the ability to connect to this version of the **Noventri Server**. The **Noventri Suite** update file will then be download to the computer.

14.1.9 Once the **Noventri Suite** update file has been downloaded, select **Yes** in the **Update Needed** window to **Install** the update.



14.1.10 Select **Yes** to Install the **Noventri Suite** update.

Note: Once this **Noventri Suite** update is installed, the **Noventri Suite** will no longer be able to connect to older revision **Servers**.

Select **No** to return to the current **Suite** version.
When ever **Noventri Suite** is started from now on this option to update it will be shown.

14.1.11 Follow the install instructions.
(see **Install Noventri Suite and Noventri Sever** section of this manual)

15. Publishing

15.1 Overview

15.1.1 After a **Project** is created with a **Sequence** it is ready to be Published.

15.1.2 A **Project** can be Published either to the **Server** or directly to a USB drive for **Sneakernet** operation.

15.1.3 Before publishing the **Project**, verify the following:

- The **Project** is designed at the appropriate **Resolution** for the monitor it will be displayed on, and the **Player Resolution** matches the **Project**.

- A **Sequence** has been created with the **Timeline** containing the **Pages** to be displayed, and the duration is set for how long each **Page** will play for.

- Use the **Preview** in **Edit Sequence** to make sure the **Sequence** plays as desired. (Only the default snap transitions will be used in preview)

15.2 Publish Project (Server)

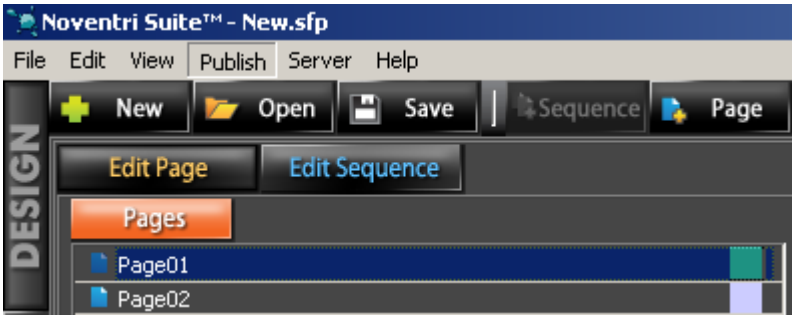
Note1: For a **Project** to play a **Sequence** must be created before it can be **Published**.
(see the **Sequence** section of this Manual)

Note2: After **Publishing** a **Project** a **Schedule** then has to be created before it can play.
(see the **Schedule Manual**)

15.2.1 The **Noventri Suite** will need to have access to the **Noventri Server** software (installed and running on the same computer or on another computer) to be able to **Publish**.

15.2.2 After creating a **Project**, it will need to be sent to the **Noventri Server** using the **Publish** button.

15.2.3 Go to **Publish > Publish Project to Server** to send the finalized content to **Noventri Server**.



Note: This feature is only for the **Noventri Eco-Series** line of **Players**.

15.2.4 If the **Noventri Server** is not already connected to, a **Noventri Login Screen** window will open.
(see **Login to Noventri Server** section of this manual)

15.2.3 The **Project** has now been **Published** (copied) to the location specified and is available for the **Noventri Server** software to relay to the **Noventri Eco-Series Players**.

15.3 Publish Project (USB Drive) (Sneakernet)

Note: For a **Project** to play a **Sequence** must be created before it can be **Publish**.

15.3.1 Remove the USB Drive from the **Noventri Eco-Series** player and insert it into an available USB connector on the computer where the **Suite** is installed.

15.3.2 Select **Publish** > **Publish to Thumb Drive**.

15.3.3 Safely remove the USB Drive from the computer and insert it back into the **Noventri Eco-Series Player**.

16. Server

16.1 Overview

16.1.1 **Server** allows **Projects** that have already been **Published** (now located on the **Server)** to be accessed.

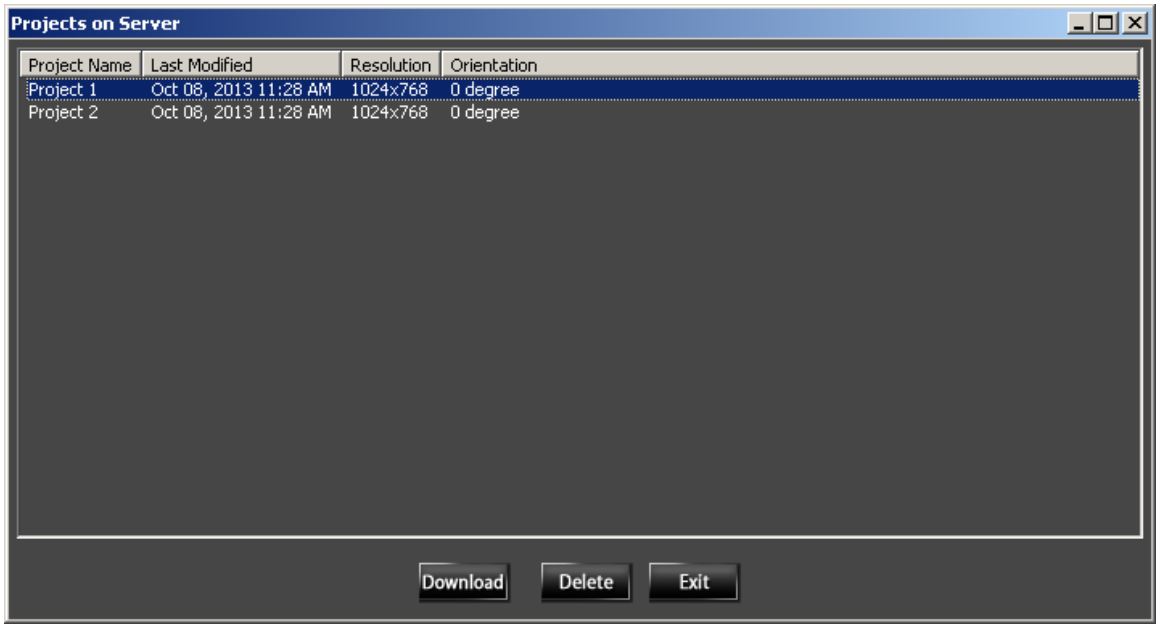
Note: Not applicable for **Sneakernet**.

16.2 Server Connection

16.2.1 Select **Server > Projects on Server**.

16.2.2 If the **Noventri Suite** is not already connected to the **Noventri Server**, the **Noventri Login Screen** window will be displayed.
(see **Login to Noventri Server** section of this manual)

16.2.3 The **Projects on Server** window will now be displayed.



16.2.3.1 This window will show all the **Projects** that have been **Published** and are located on the **Noventri Server**.

16.2.3.2 **Download** allows a recreation (copy) of the **Published Project** to a chosen location.

16.2.3.3 **Delete** allows a **Published Project** to be deleted off the **Server.**

16.3 Disconnect

16.3.1 Disconnect allows the **Noventri Suite** to disconnect from the **Noventri Server** that it is currently communicating with.

16.3.2 Select **Server > Disconnect.**

NOVENTRI
301-790-0103 | www.noventri.com
20940 Twin Springs Dr., Smithsburg, MD 21783 USA
© Copyright 2014 Noventri. All rights reserved.